

THE WFSE/DOC UNION MANAGEMENT COMMUNICATION COMMITTEE
NOMINATIONS & ELECTIONS PROCEDURE

Elections for the DOC UMCC team will be in accordance with the following WFSE/AFSCME Council 28 procedure:

- 1) Those eligible to nominate, be nominated, vote, and serve on the UMCC team will be members in good standing and currently employed in a WFSE DOC bargaining unit. Members may self-nominate. Members may only run for to one position.
- 2) The Statewide Union Management Communication Committee will consist of the following positions:

DOC Policy Committee Chair – Automatic Team Member
DOC Members working on the Eastside of the State – 2 Team Members
DOC Members working on the Westside of the State – 3 Team Members
DOC Administrative/Office Support (open to entire State) – 1 Team Member
- 3) Candidates for Eastside and Westside UMCC team members will be nominated and elected by WFSE members who work in the same geographic area. The work county as reported by the employer shall be used to determine the geographic area.
- 4) The Administrative/Office Support team member will be nominated and elected by WFSE members from the entire state in the appropriate job classifications.
- 5) Call for nominations will be mailed to all eligible WFSE members no later than **June 14, 2019**.
- 6) Nomination forms must be filled in completely and must include all required information as indicated on the official nomination form. Nominations received without the required information will not be accepted.
- 7) Information on the nomination form must be legible.
- 8) Nominations may be submitted online at <http://wfse.org/umcc-doc-elections/> or by mail and must be received at WFSE Headquarters or submitted online **no later than 5:00 pm July 8, 2019**.
- 9) An attempt will be made to contact each nominee (unless self-nominated) to give him/her the opportunity to decline the nomination. If the nominee declines the nomination, his/her name will not be placed on the ballot.
- 10) Those eligible to vote will be the same as those eligible to nominate and be nominated.
- 11) If there are equal to or fewer nominees than team members allowed for Eastside, Westside or Administrative/Office Support, then no election will be required, and the nominees will be declared elected by acclamation.

- 12) *If an election is required, voting will be online.* A mailing will be sent that includes online voting instructions, the names of eligible nominees, and the position for which they are nominated.
- 13) The election of UMCC team members shall be determined by the highest number of votes cast per nominee. Ties will be decided by run off.
- 14) Online voting results will be tallied at WFSE Headquarters on *August 2, 2019.*
- 15) Individuals elected without run off will be notified in writing no later than **July 11, 2019.** The results of the elections will be published on the WFSE website. Results will be available for inquiry at WFSE Headquarters.
- 16) Any nominee may have an official observer of his/her own choosing present in the location ballots bearing his/her name are to be counted. Observers must be WFSE members in good standing. The nominee must notify WFSE Headquarters of his or her choice of observer no later than **July 16, 2019.**
- 17) Any protest concerning the conduct of the election must be received, in writing, at WFSE Council 28 Headquarters addressed to the UMCC Elections Committee *by 5:00 August 12, 2019*

June 11, 2019