



AFSCME LOCAL 1067

Campus Steward Election Guide & Toolkit for Election Committees

Section 1: Simplified Step-by-Step Steward Election Guide

Shop stewards are the vital backbone of AFSCME Local 1067, representing higher education staff across Massachusetts State Universities and Community Colleges. To ensure democratic integrity, transparency, and full constitutional compliance, campus steward elections must strictly follow the rules established in the AFSCME Local Union Election Manual. Below is the simplified 6-step operational procedure for campus election committees.

Step 1: Form the Campus Election Committee

The Local President, with Executive Board approval, designates a Campus Election Committee consisting of at least three members in good standing. **Candidates running for shop steward may not serve on the Election Committee.** The Election Committee holds general responsibility for supervising the election, verifying voter eligibility, maintaining ballot secrecy, and certifying vote tallies.

Step 2: Issue Combined Nomination & Election Notice (15-Day Rule)

To streamline campus elections, the union may issue a single combined notice covering both the Nomination Meeting and the Secret Ballot Election on a concurrent timeline (e.g., Nominations on October 20; Election on October 23).

- **Mandatory 15-Day Notice:** The combined notice **MUST** be sent at least 15 calendar days before the nomination meeting. Nominations can be via ZOOM, while voting must be in person.
- **Workplace Bulletin Posting:** Notice flyers must also be prominently posted on official union campus bulletin boards, breakrooms, and department communication areas to ensure maximum member turnout.
- **Notifying the Local:** A copy of the notice of nomination and election must be sent to Local 1067 for verification that the meeting has been arranged as per our constitution.

MANDATORY NOTICE RULE

- The 15-day notice clock begins on the date the notice is sent via email.
- A combined notice fulfills notice obligations for both nominations and voting, provided exact dates, times, and polling locations are specified.

Step 3: Conduct the Campus Nomination Meeting

The nomination meeting takes place either in person on campus or via ZOOM on the scheduled date (e.g., October 20). Quorum is **not required** to accept nominations.

The meeting chair opens nominations for each steward position individually.

- Any member in good standing may nominate an eligible coworker or self-nominate. Separate nominations for Unit 1 and unit 2 positions. No seconding speech is required.
- The chair calls three consecutive times for additional nominations. If unanswered, nominations for that post are closed.
- Nominees present indicate acceptance or declination. Nominees not present are contacted by the Election Committee; failure to respond is treated as automatic acceptance.

Step 4: Verify Candidate Eligibility & Acclamation Rule

Candidates must be dues paying Local 1067 members in good standing for at least one year prior to the election (unless in a newly organized unit). Immediately following nominations:

- **ELECTION BY ACCLAMATION (Unopposed Races):** If only one candidate is nominated for a steward post, that candidate is DECLARED ELECTED BY ACCLAMATION. Unopposed positions are NOT placed on the secret ballot.
- **CONTESTED RACES:** If two or more eligible candidates accept nomination for a post, a secret ballot election must be prepared for the designated voting date.

Step 5: Conduct In-Person Campus Voting (Strictly In-Person)

In-person campus voting takes place on the designated election date (e.g., October 23). Under Local 1067 campus election rules, **all voting must take place in-person on campus (no exceptions, no mail-in or electronic voting allowed for in-person campus elections).**

- **Ballot Box** Prior to the vote, there must be witnesses to the fact that the ballot box is empty. It will then be closed and sealed ready for the ballots to be cast.
- **Polling Setup & Privacy:** Set up private voting booths or isolated tables with privacy to guarantee absolute secret balloting.
- **Voter designation** Only members from the particular unit can vote for the steward representing that unit. Eg: Unit 1 members vote for Unit 1 steward, unit 2 members vote for unit 2 steward.
- **Voter Registration** A voter must appear on the official voter register. Once identified they will be checked in and receive a paper ballot.
- **Polling Hours:** Polling booth hours must cover all shifts (morning, afternoon, evening) to afford all campus members a reasonable opportunity to vote. They do not have to run consistently through all shifts, but can be broken-up into segments. 5-7am, 10-100pm, 4-5pm.
- **Candidate Observers:** Each candidate has the right to appoint one official observer (who must be a union member) to monitor polling and ballot counting. They may not interfere with the check in process or with members casting ballots
- **Write-In Rule:** Write-in votes are NOT counted under AFSCME rules; write-in marks are treated as blank votes for that specific office.

- **Challenge vote:** If a member's eligibility is challenged at the polls, the member should be permitted to cast a challenged ballot. The challenge should be documented, including the reason for the challenge and the identity of the person making the challenge. The ballot should be kept secret and separated from the regular ballots until the voter's eligibility has been determined.
- **AFSCME specifically recommends a double envelope system:**
 - The voter marks a regular secret ballot.
 - The ballot goes into a **Secret Ballot Envelope**.
 - That envelope goes into a **Challenged Ballot Envelope**.
 - The outer envelope identifies the voter and the reason for the challenge.
 - The secret ballot itself remains separated from the voter's identity.

Step 6: Ballot Tabulation, Certification & Immediate Installation

Immediately upon poll closing, the Election Committee tabulates ballots in front of official candidate observers.

- **Tallying:** Ideally, two (2) committee members inspect ballots calling candidate names, while two clerks independently record votes on tally sheets. There must be a minimum of 2 people counting the vote, none of which can be candidates.
- **Majority Standard:** Candidates receiving a majority of votes cast for that position are declared elected. (If a tie occurs or no candidate wins a majority, a run-off election between the top two candidates is conducted).
- **Immediate Installation:** Newly elected stewards take office at the January Executive board meeting.
- **Record Retention:** All marked ballots, unused ballots, voter registers, and tally sheets must be sealed and retained by the Election Committee for at least one year.