



45th Annual Convention Delegate Information

SYRACUSE, NEW YORK | OCTOBER 15–18, 2023

Rules for Delegate Nominations

1. In order to be nominated, you must be a dues-paying PEF member as of **March 2, 2023**. You must obtain the signatures of five (5) other dues-paying PEF members from the specific constituency. Dues-paying PEF members signing a petition must also be a member as of **March 2, 2023**.
2. All petitions will require the signature, printed name, and correct **Petition ID**. **The Petition ID consists of up to the first four letters of your first name and up to the first four letters of your last name AS THEY APPEAR ON YOUR PAYCHECK and the five digits of your home zip code.**
3. The accuracy of the information required in the petition is the sole responsibility of the person being nominated.
4. A nominee may not sign his/her own petition.
5. A member may sign only one (1) petition.
6. Petitions will be available at www.pef.org/elections on **March 13, 2023** at 9:00 AM. Petitions can be mailed to you by calling 800-342-4306 or emailing divisions@pef.org to request. Petitions will not be available for pick up at PEF Headquarters or PEF Regional Offices. Faxing is not allowed. Only members submitting a petition have the right to appeal.
7. Only official nominating petitions may be used to gather signatures. Although reproductions of the official form may be used, the Committee will accept only those forms containing original signatures. Reproduced (photocopy, FAX, etc.) signatures will be deemed invalid.
8. All petitions must be received by 5:00 PM on **April 3, 2023**. Petitions must be returned either by email or United States Mail as follows:

Email: Divisions@pef.org

OR

Mailed – All mailed petitions must be sent to:

NYS Public Employees Federation
c/o the Divisions Department
P.O. Box 12414, Albany, New York 12212-2414

Mailed petitions must be received no later than 5:00 pm on April 3, 2023. Received means “delivered by mail or email not mailed by or postmarked by.” **Petitions cannot be hand delivered to PEF Headquarters or Regional Offices.** Faxed petitions will not be accepted.

If regular mail is used, please allow ample time for mailing.

If certified mail is used, a return receipt may be requested, although this is not required. Please note that certified mail sometimes takes longer than regular mail.

Postal failures or inadequacies are a matter between the individual submitting the petitions and the post office. Delivery delays and/or failures are not grounds for appeal. Allow five days or more for mailing, to be safe.

Petitioning results will not be given out over the phone. All petitioners will receive a letter by **April 25, 2023** announcing the outcome of the petitioning process.

9. Where the number of valid nominees is equal to or less than the number of authorized constituency delegates, no election will be required. Nominees will be so notified.
10. No PEF or employer resources (staff, office equipment, etc.) may be used for electioneering, and no PEF dues money shall be expended for this purpose. This includes PEF headquarters, regional offices and local divisions or councils.
11. No person shall use the PEF logo or letterhead on any written or printed material for campaign or endorsement purposes in any PEF election.
12. Division newsletters may not endorse or contain material that appears to endorse any candidate for delegate.
13. In addition to the above rules, the PEF Code of Ethics will apply to all election activities, which is found in the PEF policy manual.
14. Failure to meet any of the above requirements or deadlines is not appealable.

Rules for Delegate Elections

1. No PEF or employer resources (staff, office, equipment, etc.) may be used for electioneering, and no PEF dues money shall be expended for this purpose. This includes PEF Headquarters, Regional Offices and Local Divisions or Councils.
2. No person shall use the PEF logo or letterhead on any written or printed material for campaign or endorsement purposes in any PEF election.
3. Division newsletters may not endorse, or contain material that appears to endorse, any candidate for delegate.
4. In addition to the above rules, the PEF Code of Ethics will apply to all election activities, which is found in the PEF policy manual.

A. Appeals to the Delegate Elections Committee

1. Any current PEF member who believes he/she is aggrieved by anyone's alleged violation of the Delegate Election rules or any alleged misapplication or misinterpretation of the PEF Constitution or any PEF policy or procedure concerning Delegate Elections and has filed a petition during the regular election period may appeal such to the Delegate Elections Committee.
 - a. There shall be a time limit of fifteen (15) calendar days following the close of petitioning or end of balloting for filing appeals to the Delegate Elections Committee.
2. The appeal shall be submitted on a Delegate Elections Appeal Form and filed with the Delegate Elections Committee in person or by mail at PEF Headquarters. The appeal shall contain a concise, factual statement of the facts of the alleged violation, misinterpretation, or misapplication. Upon receipt of the appeal, the Delegate Elections Committee shall notify, in writing, persons as may be deemed appropriate, of the appeal. Such persons shall then have 10 working days from notification of the appeal to make a written response to the Committee.
3. The Delegate Elections Committee shall review the appeal, if appropriate, and shall use its best efforts to render a decision in writing within 30 calendar days of receipt of the appeal.

B. Appeals to the Credentials Committee

4. The Delegate Elections Committee's decision may be appealed to the Credentials Committee to be heard on the Sunday evening prior to the start of the Convention. The appeal must be submitted to PEF's Secretary/Treasurer via email or mail within 15 calendar days following the date of the written decision of the committee. If a petition was not filed during the regular election period, the member may not appeal to the credentials committee.
5. For Those Constituencies Requiring Elections:
 - a. Ballots will be mailed on **April 21, 2023**.
 - b. Completed ballots must be returned to the PEF post office box in Albany, NY as printed on the nominating petition, by 5:00 p.m. on **May 15, 2023**.
 - c. The ballot count will commence on **May 17, 2023**, at PEF Headquarters in Albany, NY.
 - d. Those wishing to observe their election count must notify the Delegate Election Committee by **May 8, 2023**.
 - e. Ties will be broken by the following method: Each candidate's name will be placed in a container, and a random drawing will take place.
 - f. Ballot results will not be given out over the phone. Candidates will be notified by **June 7, 2023**, as to the outcome of the balloting process. A full listing of the convention delegates will be announced on the PEF Website by **June 7, 2023**. Alternate delegates

will be identified by rank as established by order of vote tally.

6. If a delegate leaves his or her constituency between the closing date for nominations and the starting date of the convention, the following rules apply:
 - a. If the move was due to an involuntary transfer or a layoff within the PS&T unit, the delegate may attend the convention.
 - b. If the move was due to a voluntary transfer or promotion within the PS&T unit, the delegate may not attend the convention. If an elected alternate is available, they will be notified.
 - c. If a delegate leaves his/her constituency due to retirement or resignation, the delegate may not attend the convention.
 - d. If a delegate has been off a current payroll (not paying union dues) for more than three (3) months, the delegate may not attend the convention.
7. If any delegate is unable to attend the convention for any reason, including, but not limited to the above situations, written notification must be received by the Delegate Elections Committee, at PEF Headquarters by **September 6, 2023**, to allow sufficient time to notify any available alternate there may be, to attend the convention in their place.

Convention Delegate Information

The 2023 PEF Convention will be held Sunday, October 15 through Wednesday, October 18, in Syracuse, New York.

Delegate representation to the Convention shall be assigned on a one member/one vote basis with one delegate per fifty (50) regular members or major fraction thereof. Representation for the Convention shall be based on the number of regular members paying dues as of the first pay period in March preceding the Convention.

Apportionment is based on the size and geographic breakdown of the department as described in PEF's Constitution. If there are too few members in an election district, the Committee in consultation with the Executive Board member will combine the district with another district of common interest.

If you are interested in running as a delegate from your department, review the delegate apportionment list and locate your Agency's Name, Delegate Constituency Number and Agency Code Number. Directly across from the name will be the type of apportionment identified for your work site.

Division Convention Stipend – Every division that pays a stipend must pay the same stipend to all delegates from their division.