

## ELECTION PROCEDURES

Announce upcoming elections 90 days prior to an election. Notification of members will be via email, newsletters and web posting. The announcement shall include the election procedure and eligibility requirements for each position.

Any member in good standing can request his/her name be placed on an election ballot for office by fulfilling the requirements below:

1. Complete the Nomination For Elected Office form available on the Arizona Corrections Association website [www.correctionsassociation.org](http://www.correctionsassociation.org)
2. Mail or hand deliver the completed Nomination For Election Office with the required number of signatures to the Arizona Corrections Association at 1102 West Adams Street, Phoenix, Arizona 85007 no later than 60 days prior to the scheduled election date.

All Nomination For Elected Office forms will be authenticated by the Executive Secretary and verified by the Elections Committee. Nominees will be notified within seven calendars of the status of their Nomination For Elected Office form.

No later than 45 days prior to the scheduled election date, the names of all candidates for elected office shall be posted on the Arizona Corrections Association website.

Voting shall take place by mail in ballots. All candidates for any elected position shall have their name listed by alphabetical order on a commercially produced return mail in ballot. The Association shall be responsible for all costs related to the election process. Each Association member in good standing shall receive an election ballot mailed to the address on file with the Association. All ballots must be received at Napier, Abdo, Coury & Baillie, 2525 East Arizona Biltmore Circle, Suite 135, Phoenix, Arizona 85016 no later than 5 p.m. on date posted for the election.

Ballots shall be tallied by the Election Committee. Each candidate may select one observer to witness the counting of election ballots. No candidate whose name is listed on the election ballot is eligible to count or witness the counting of ballots. Ballots will be kept for a period of 6 months after the election and available for review within a reasonable time frame by any union member.

Any complaints shall be investigated by the Elections Committee and at least two members of the Executive Board not involved in the complaint. Complaints submitted must include a name of the person issuing the complaint and the alleged wrongdoing.

NOMINATION FOR ELECTED OFFICE FORM

Name of Candidate \_\_\_\_\_ EIN \_\_\_\_\_

Elected Position \_\_\_\_\_

I have collected the required signatures of Arizona Corrections Association members in good standing and desire that my name be placed on the ballot for the election scheduled for \_\_\_\_\_.

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

Member's Name	Member's Signature	Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

