**Article XII, Section 2. Election.**

 (a) Nominations for the authorized delegate positions, other than the President, shall be taken at the regular chapter meeting in February. Alternates in sufficient numbers for each of the authorized delegates, to include an alternate for the President, shall also be elected.

 (b) If, after nominations are closed at the February chapter meeting there is only one (1) nomination for each authorized delegate and alternate position, the nominees shall be declared elected as conference delegates or alternates, and no balloting or other action shall be required. The Chapter President shall so notify the membership in writing as soon thereafter as possible.

 (c) When there is more than one (1) nominee for each authorized delegate and alternate position, the Elections Committee, as selected pursuant to Article VIII of the constitution, shall oversee the election process and retrieve the results of the online balloting. All procedural matters relating to the online balloting process and tally shall be conducted in accordance with Association Policy 618.

 (1) The Elections Committee shall request an online ballot from the CSEA Executive Department. Upon verification that the online ballot is available, the Elections Committee shall prepare an election notice. Each notice shall include the appropriate information needed to cast an online ballot, such as the dates of balloting, instructions on how to access the online ballot via the internet, the member’s identification and password code.

 (d) The Chapter President shall set the dates for online balloting, which shall begin no sooner than March 1. The online balloting shall be available on the same day the election notice is mailed and shall remain open until the date set to close.

 (e) The election notice shall be sent at least five (5) working days in advance of the date set for online balloting to close. Notice must be mailed via U.S. First Class mail to each CSEA member in good standing who is eligible to vote in the election at the last known home address, except that notice may be e-mailed to such members who have an e-mail address on file with the chapter.

 (f) The Chapter President shall provide advance notice to all candidates so that they or their representative may be present to observe the entire balloting process, including the preparation and distribution of the online election notices.

 (g) It shall require a plurality vote to elect. If a tie exists, the election shall be determined by lot (draw) between the tied candidates. Write-in votes shall not be accepted. The official ballot tally shall be provided in writing to all candidates and notices posted accessible to all Chapter members within five (5) working days and shall be announced at the next following Chapter meeting at which the presiding officer shall officially declare the winning candidates or announce such other action as may be necessary.

 (h) All election documents, including notices of nomination and election procedures, shall be retained by the Chapter Secretary for one (1) year, or until any and all challenges to the election or charges of misconduct in running the election have been resolved, whichever is the longer period.

1. In the event a delegate cannot attend, the Executive Board shall determine which alternate shall replace the authorized delegate.

**Article XIII, Section 4 as follows:**

Section 4. Ratification Procedures:

 (a) A copy of the tentative agreement or a summary of the tentative agreement shall be provided each CSEA member of the bargaining unit(s) prior to the “contract information” meeting. The Negotiating Committee shall include a statement recommending ratification of the agreement. If a summary only is provided, copies of the tentative agreement containing the exact language of the proposal shall be provided for review at the meeting.

 (b) The Chapter President shall set the date, time and place for one (1) or more "contract information" meetings, which shall be open to attendance by all employees within the bargaining unit(s), whether or not they are CSEA members.

 (c) Notice of the "contract information" meeting(s) shall be issued to all bargaining unit employees no later than five (5) working days in advance of the scheduled date. Distribution of said meeting notice(s) shall be at the discretion of the Chapter President, utilizing any of the following methods, which it determines to be most efficient:

(1) To individual bargaining unit employees utilizing the U.S. mail or the employer’s mail system;

 (2) Distribution by Site Representatives or others;

 (3) Posting in prominent locations at each worksite.

 **Exception to the above:** The Association's Executive Director, or designee, may approve a notice period of less than five (5) working days upon request of the Chapter President, if it is deemed an expedited ratification is advisable.

 (d) **Conduct of Informational Meeting(s):**

 (1) The Negotiating Committee shall review the provisions of the tentative agreement and indicate its recommendations for ratification.

 (2) If the Association recommends rejection of the tentative agreement, an Association representative shall be in attendance at the meeting and shall be provided ample opportunity to outline the recommendation for rejection and the reasons

therefore.

 (3) Adequate opportunity for discussion, debate, and answering of questions shall be provided. Non-CSEA members of the bargaining unit(s) in attendance shall be granted the right to participate in the discussion and debate. They shall not, however, have the right to make motions or vote.

 (e) **Ratification Vote:**

 (1) The ratification vote shall be by online balloting following the informational meeting(s). The Chapter Elections Committee shall oversee the ratification process and conduct the vote tally. All procedural matters relating to the online balloting process and tally shall be conducted in accordance with Association Policy 610.

 (2) The Elections Committee shall request an online ballot from the CSEA Executive Department. Upon verification that the online ballot is available, the Elections Committee shall prepare a ballot notice. Each notice shall include the appropriate information needed to cast an online ballot, such as the dates of balloting, instructions on how to access the online ballot via the internet, the member’s identification and password code.

 (3) The Chapter President shall set the dates for online balloting, which shall begin no sooner than the day after the final informational meeting. The online balloting shall be available on the same day the ballot notice is distributed and shall remain open until the date set to close.

 (4) The ballot notice shall be sent at least five (5) working days in advance of the date set for online balloting to close. Notice must be mailed via U.S. First Class mail to each CSEA member in good standing employed in the bargaining unit(s) at the last known home address, except that notice may be e-mailed to such members who have an e-mail address on file with the Chapter.

 (5) It shall require a majority of the votes cast to ratify. The results of the balloting shall be provided to the membership no later than five (5) days following the vote tally and shall be announced at the next Chapter meeting.