

ASEA/AFSCME LOCAL 52 HEALTH BENEFITS TRUST
ELECTION POLICY

Revised and Amended
December 10, 2014

The purpose of this policy is to establish guidelines for the election of Trustees in accordance with the provisions of Article III of the Trust Agreement.

1. All elections shall be conducted under the supervision of the Board of Trustees. Any member of the Board of Trustees who is a candidate for election shall be excluded from any participation in the election process.
2. The Board of Trustees shall be responsible for making all necessary arrangements for the elections, including the mailing of notices of nominations and elections and the mailing and counting of ballots.
3. The Board of Trustees shall conduct elections in concurrence with the following timetable:
 - A. The Board of Trustees shall establish a date for the counting of ballots. This date shall be known as the election date.
 - B. The Board of Trustees shall mail, or cause to be mailed, a notice of nominations and elections to all applicable ASEA/AFSCME Local 52 Health Benefits Trust participants, at their last known address. The Trust requires that only members in good standing as of the cut-off date established by the Election Committee, are eligible to vote. For Trustee At Large elections, the notice must be addressed to the general membership; for the Regional elections, the notice must be addressed to members whose workstation is within the Region of the open position. The notice required by this section may be distributed through a separate mailing or by inclusion in an official publication of the ASEA/AFSCME Local 52 Health Benefits Trust. Such notice shall include the following information:
 - (1) Notice of the office(s) to be filled and the term of each office
 - (2) Notice of the deadline for the receipt of nominating petitions
 - (3) Notice that any member so nominated must:
 - a) Complete and sign the Trustee Application
 - b) Agree that they have read, understand, consent to and sign the Trustee Responsibility Overview
 - c) Agree that they have read, understand, consent to and sign the Trustee Agreement
 - (4) Notice that a candidate may submit a resume or statement of personal qualifications to be a Trustee not to exceed 450 words (hand counted) that will be included with the ballot. Any portion that is not related to personal qualifications or exceeds 450 words (hand counted) will be deleted.

- (5) Notice that candidates may submit a digital photo of themselves to be included on the ballot; photo should be a headshot, using equipment set to the largest photo size, and saved as a JPEG (jpg) file format.
 - (6) Notice of the date on which voting begins and the election date.
 - C. The Board of Trustees shall establish a deadline for the receipt of nominations.
 - D. The Board of Trustees shall arrange to have a notice of elections sent to all applicable ASEA/AFSCME Local 52 Health Trust Participants who are members in good standing at their last known address, at least thirty (30) days prior to the election date. For Trustee at Large elections, the notice must be addressed to the general membership; for the Regional Trustee positions, the notice must be addressed to members whose workstation is within the Region of the candidate. This notice shall include instructions on how to vote online and how to obtain a paper ballot
 - E. In the event an ASEA/AFSCME Local 52 Health Trust participant in good standing does not receive the notice of elections, they may request a paper ballot. The participant's eligibility to vote shall be verified by ASEA/AFSCME Local 52 before the vote is counted.
4. In any case where there is only one candidate for office, such nominee shall be declared elected provided the nominee is determined to be eligible. In all other cases, election shall be by secret ballot.
 5. Distinct ballots shall be issued for each position to be elected. No write-in candidates will be permitted or accepted.
 6. The Board of Trustee positions shall be defined in the following manner:
 - A. Two Trustees elected At Large by the general membership who are Health Trust Participants.
 - B. One Trustee elected by a ballot of members of the Northern Region: The Northern Region shall consist of Health Trust Participants whose workstation is in the Fairbanks – Northstar Borough.
 - C. One Trustee elected by a ballot of members of the Central Region: The Central Region shall consist of Health Trust Participants whose workstation is in the Municipality of Anchorage.
 - D. One Trustee elected by a ballot of members of the Southeast Region: The Southeast Region shall consist of Health Trust Participants whose workstation is in the City and Borough of Juneau.
 - E. One Trustee elected by a ballot of members of the Rural Region: The Rural Region shall consist of the Health Trust Participants in all areas not included in 6. B., C., and D. above.
 7. Any candidate whose name is to appear on the ballot shall have the right to appear in person or have present an official observer of the candidate's own choosing, who must be an ASEA/AFSCME Local 52 Health Trust participant, in all places where ballots bearing the candidate's name are to be counted.

8. Upon completion of the voting, the ballots shall be tabulated and the candidate for each position receiving a majority of the votes cast for that position shall be declared elected. In an election with three or more candidates, the candidate receiving the most number of votes will be declared the winner, provided that candidate receives at least 40% of the valid ballots cast. If no candidate receives at least 40% of the valid ballots cast, a runoff election will be held between the two candidates with the most number of votes. The Board of Trustees shall install those elected to office as soon as practicable after certification of the election.
9. All election records, including ballots, shall be retained until the election is certified and all challenges and protests have been decided. Thereafter all election records, including ballots shall be destroyed.
10. Challenges and protests:
 - A. Any nominee or candidate who believes they have been adversely affected by an action of the Board of Trustees concerning an election may file a written appeal under the provisions of Article IX, Hearing and Arbitration Procedures, of the Trust Agreement. The appeal shall be filed with the Board of Trustees not more than ten (10) days following the election date. The Board of Trustees shall decide such election appeal no later than thirty (30) days after filing.
 - B. If the Board of Trustees determines that there were violations, which may have affected the outcome of the election, it may order such election or any part thereof set aside and a new election held. Any Trustees who have been seated prior to such determination shall remain in office pending the outcome of any new election.

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ELECTION POLICY – REVISED DECEMBER 10, 2014

ADOPTED BY THE BOARD OF TRUSTEES:

/s/ Michael Williams	12/10/14
Michael Williams, Chairman	Date
/s/ Shawn Staker	12/10/14
Shawn Staker, Trustee	Date
/s/ Christopher Pace	12/10/14
Christopher Pace, Secretary	Date
/s/ Autumn Vea	12/10/14
Autumn Vea, Trustee	Date
/s/ Paul Kroenung	12/10/14
Paul Kroenung, Trustee	Date