

# **GUIDELINES for DELEGATE ELECTIONS**

**2016 - 2019**

**1199SEIU**

United Healthcare Workers East

***Quality Care &  
Good Jobs For All***

**DELEGATES DEPARTMENT**

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# TIME LINE FOR DELEGATE ELECTIONS IN 2016

<u>Skeletal Charting</u>	Revisions from Organizers/CAs due 12/22/2015	
<u>Petitions</u>	Made Available	Wednesday January 13th 2016
	Filing Deadline	Wednesday March 9th 2016
	In NYC	
	To 7th Floor (Dues Dept.) until February 10th	
	To the Delegates Department thereafter	
<u>Elections</u>	Month of April	
<u>Installation</u>	No later than June 15th 2016 (Swearing-in Ceremony)	

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<sup>1</sup>Dates may be changed by approval of the Executive Council

# Quick Summary of the Election Process

1. **Skeletal Charting** is revised by the Organizers/CAs & VPs and submitted to the Delegates Department (DD). The DD reviews and accepts the skeletal charting based on these guidelines (see Charting, page 13).
2. **Petitions** are to be completed and signed (front and back) and then submitted to the Membership Department on the 7th floor until February 10, 2016 and to the DD thereafter. The petition is checked over; the petitioner and the signers must be active, dues-paying members. When approved, the Petitioner becomes a Candidate. If not, the petition is returned. (Full petition rules are printed on the bottom of each petition.)
3. **Notice of Election - Request for Election** A 10-day notice announcing the election is posted in the institution. It contains the election date(s), time(s) and place(s) and is posted prominently for all members in the department to see. A Request for Election form is submitted to the DD, which specifies the candidate(s) standing for election and the order numbers to which they belong. A copy of the 10 day notice must be submitted with the request.
4. **Preview** The DD sends a preview of candidates and their Order #s in election to the Organizer/CA for final approval. With approval, the DD builds the Election Kit for the Organizer/CA. The kit contains all the materials required for the election. A kit list is in Appendix 2.
5. **Election** The election is conducted in the institution at the specified location(s), on the date(s) & time(s) which were posted, and under the auspices of the Deputies and Observers. After the election is closed, the Deputies open the ballot box and count the ballots.
6. **Vote Count** The Deputies count the 'yes/no' votes and calculate the results on the Tally Sheet. The Deputies and Observers sign the Tally Sheet and the ballots and the membership list are sealed inside a large manila envelope. The Tally Sheet is attached to the front of the envelope.
7. **Election Results** The Organizer/CA announces and posts the results at the election site and then submits the election results to the DD. Upon receipt of the manila envelope/Tally sheet, DD staff enters the results into the Delegates Database.

# Delegate Elections

**2 Step Process** Delegate elections are conducted in two steps to ensure a fair vote. First a nominating petition is circulated and submitted to the Delegates Department. Second, an election is conducted for the Candidate with a secret ballot, where the voter’s name appears only on the sign-in sheet.

**Petition Guidelines** Only an official 1199SEIU United Healthcare Workers East delegate nominating petition for the 2016-2019 term may be used. A petitioner should print his/her name, institution, shift and division or area of the Union in the appropriate places on the top and the bottom (receipt area) of the petition. Members’ signatures and last 4 of their Social Security numbers should only be collected from the department or the group for which the petitioner is slotted. A minimum of eight (8) signatures along with the last four numbers of the member’s social security number are required. For the Pharmacy, Human Services (CBOs) and satellite clinics/offices of large institutions, the minimum number of signatures is 4. It is recommended that petitioners collect more signatures than are required as it saves having the petition returned if there is a problem with the membership status of one or more of the signatures.

(PRINT) Last Name Apellido	First Name Nombre	Signature Firma	Employed at Trabajo en	Department Departamento	Shift (Horas de Trabajo)	Last 4 Digits Social Security # Ultimos 4 Digitos # Seguro Social
1. Smith	Joe	<i>Joe Smith</i>	Beth Israel - Petrie	Radiology	8:00AM-4:00PM	<b>4576</b>
2. Jackson	Wilamena	<i>Wilamena Jackson</i>	Beth Israel - Petrie	Radiology	8:00AM-4:00PM	<b>3344</b>
3. Corozon	Valerie	<i>Valerie Corozon</i>	Beth Israel - Petrie	Radiology	8:00AM-4:00PM	<b>4555</b>
4. Montana	Juanita	<i>Juanita Montana</i>	Beth Israel - Petrie	Radiology	8:00AM-4:00PM	<b>9287</b>

**Institution Code and Order Number** The petition must contain the correct ‘*Institution Code*’ and ‘*Order Number*’. The Organizer/CA usually writes this information in the appropriate text boxes in the upper left hand corner of the petition and also of the petition receipt attached below. The Candidate may also ask the regional office or the Delegates Department for assistance with the Institutional Code and Order Number. The number and code comes from the skeletal charting, see page 13.

Institution Code

Order Number

**Petitioner's Contact Information** After the signatures are collected, the petitioner should fill out the '*Confirmation of Candidacy*' on the back. This gives just the Delegates Department enough information to verify the petitioner's membership and to communicate information about the election. The petitioner must sign on the back and give the last four numbers of their social security number for the petition to be valid. After the election the DD will provide a more detailed '*Delegate's Profile*' for the delegate to fill out.

**Petition Filing Deadline** A petitioner should submit the completed official nominating petition to the Organizer, Contract Administrator or regional 1199SEIU office by **March 9th, 2016**. In New York City, after **February 10, 2016**, petitions may be submitted to the Delegates Department, 15th floor, 330 West 42nd Street, New York, NY 10036.

**Petition Receipt** When the petitioner hands in the petition, he/she should tear-off and keep the receipt at the bottom of the petition. The receipt has a unique red *Petition Serial Number* which is matched on the petition. It also has the Institution Code and Order Number described above as well as the Petitioner's name and the Union Division. The petitioner should keep the receipt until the completion of the election. When a petition is submitted to the Membership Department or the Delegates Department, it will be Date/Time stamped and the stamped receipt returned to whomever delivered the petition.

# Petition Review and Certification Process

1. Petition is submitted by the petitioner to the Union.
2. Petition is reviewed by the Delegates Department. They make sure all required information is present and that the candidate has signed it.
3. The petition then goes to the Dues/Membership Department for verification of the signatures as dues-paying members.  
(If the last four numbers of the member's social security number are illegible or absent, the signature cannot be validated.)
4. Once the signatures are verified, the petition is returned to the DD.
5. Upon acceptance, the DD sends a notice to the Organizer/CA that a verified petition has been received and that the election for the Candidate may now proceed.

**10-Day Notice of Election** To give reasonable notice of the election to the members, the Organizer or the Contract Administrator must fill out and post a '*Notice of Election*' in the institution ten (10) business days (Holidays & weekends not included) prior to the election. This is known as the "ten-day notice" of election. The notice must contain the date, time and location of the voting as well as the Department(s), Title(s) and Shift(s) which will be eligible to vote.

**Election Kit Request Form** After posting, the Organizer/CA submits an '*Election Request Form*' to the Delegates Department. It must be accompanied by a copy of the 10 day notice. As these forms must be submitted to the DD 10 business-days before the scheduled election, it would be wise to factor-in additional time between posting the notice and submitting the forms. The 10-day notice that's posted in the institution must to be the same 10-day notice that's submitted. Remember, the date, time and location may also be printed on the ballots, tally sheets, sign-in sheets, and Challenge sign-in-sheets.

**First Day for Election Requests** The first Election Request/10 day notice may be accepted in the Delegates' Department on **March 1st**. Should an Organizer / Contract Administrator wish to hold an election on **Friday, April 1st, 2016**; it can be scheduled provided the Delegates Department has the candidacy petition(s) and candidate's profile(s) completed and signed.

**No Pick-Up** If for any reason an election kit is not picked up from the Delegates Department before the scheduled election time, the DD will void the scheduled election and a new notice will be required to be posted in the institution and submitted to the DD along with a new request for an election kit.

**Observers and Deputies** In advance of the election the Organizer/ Contract Administrator or Designee shall identify willing members who are able to assist with conducting the voting (who will serve as Designees, Observers and Deputies). Please note that any Candidate for a Delegates position (including current Delegates) may be Deputies, so long as the election is not connected with their own election.

**Eligibility** All members in good standing (members who are up to date paying their dues), full-time and part-time, who are working in the posted Department or Group are allowed to vote, in the Order they are charted.

**Empty Box** Whenever possible, just prior to casting the first vote; the first three members to sign in should be shown the empty ballot box, which should then be sealed in their presence.

**Security and No Electioneering** Once the voting has started, the ballot box and sign in sheet should not be left unattended. The box must be completely sealed between shifts and signed over the sealing tape by the observers. It should only be re-opened in the presence of observers and/or deputies.

When the members are finished voting they must leave the voting area.

Electioneering is not permitted in the voting area.

**Membership List and Appropriate Identification** The membership/voter eligibility list should be available at a central location at the voting table, visible to all members. Each member must present appropriate identification, including Job ID, Driver's License, Non-Driver's License or any other valid photo ID with their name.

**Signing In** The member signs his or her name opposite the printed name on the eligibility list. Any member whose name is not on the eligibility list or who does not have the appropriate identification will be permitted to vote by a Challenge Ballot. See page 10.

**Voting** The Organizer/CA or Designee must find the member's name on the eligibility list and stamp it '*Voted*' (at the beginning or end) and give the member a paper ballot. The member is directed to an appropriate area of the room to vote.

**Secret Ballot** There must be a voting area that affords privacy for the members to mark their secret ballot. The member marks the ballot, folds it and then deposits it in the designated ballot box. Where there are multiple elections going on, make sure the member receives the correct ballot for his or her department or group.

**Closing the Polls** The poll should close at the pre-announced time. Anyone on the line at the time the poll closes will be permitted to vote.

# Winners, Losers and Ties

Count all 'Yes' and 'No' votes for all candidates and calculate their totals by subtracting the total 'No' count from the total 'Yes' count.

Example:

Candidate 'A'	Candidate 'B'
11 YES votes	10 YES votes
-2 NO votes	-0 NO votes
<b>Total:</b> 9 YES votes	<b>Total:</b> 10 YES votes

Look at a ballot which will say if the election is *Contested* or *Uncontested*. Compare how many candidates there are to how many open slots there are.

**An Uncontested Election** means that there are as many Candidates as open slots. In the example above, if there are 2 open slots, then both Candidate A and Candidate B would win because they both had more YES votes than NO votes. After subtracting the NO votes from the YES votes, if the final total is one (1) or more, the candidate wins, even if the candidates have tie votes. But any candidate with more NO votes than YES votes loses as does any candidate with the same number of NO votes as YES votes. For example, 9 YES votes and 9 NO votes can't win because the final total is zero.

**A Contested Election** means that there are fewer openings (slots) than candidates. There can be many possible variations on this; two candidates for one slot or five candidates contending for three slots, etc. After counting all the ballots, list all the candidates from highest to lowest. The winner(s) are the ones with the highest final total(s).

In the example above, with only one slot available for the two candidates, Candidate B would win because in the final total Candidate A had 2 'No' votes subtracted off from 11 'Yes' votes and Candidate B had a higher final total.

If five Candidates were in an election for three slots, then the three candidates with the highest final totals would win.

**Tie Votes** Tie votes only need to be repeated in contested elections. When they occur, a new election must immediately be scheduled. A new 10 day notice must be posted in the facility and a copy of the new 10 day notice and a new election kit request form must be submitted to the DD. The new election must be held no later than (90) days after the original election date unless one of the candidates withdraws, or in some other way forfeits. Examples include; moving to another shift, department or group. In such cases, the remaining candidate becomes the winner of the original election. If no election has been scheduled within (90) days, new petitions must be submitted to the DD to settle the tie.

**Challenge Ballots** If the voter is not on the list or if the voter has no identification, he or she will vote with a *challenge ballot*. But if they are not on the Membership list and they have no identification, they cannot vote.

Ask the voter to sign the *challenge voter sign-in-sheet*. The Organizer/CA, designee or deputy will then stamp ‘voted’ over the member’s name. A deputy should alert the Observer that the member is voting as *Challenge Voter*.

**Safeguarding the Challenge Ballot as ‘Secret’** The voter should mark and fold their ballot so that their vote is not visible and then place it in the white *challenge* envelope. On the outside of this envelope, they must print their name, institution, home address and social security number (last 4 digits). It is essential that the ballot is folded so the vote is not visible when it is removed from the envelope with the identifying information on it. Insert the challenge envelope in the ballot box. Below is an envelope.

The image shows a challenge ballot envelope form. At the top, the word "CHALLENGE" is printed in large, bold, black letters. Below this, there are several fields for information:
 

- ORDER NUMBER:** A small rectangular box on the left.
- NAME:** A horizontal line for writing.
- INSTITUTION:** A horizontal line for writing.
- (Home)ADDRESS:** Two horizontal lines for writing.
- Social Security #:** A series of boxes for digits, with the first three containing 'X's and the last four empty.
- Scheduled Election Date:** A line with slashes for month, day, and year.

 On the left side, there are two larger rectangular boxes labeled "INSTITUTION CODE" and "ORDER NUMBER" vertically.

**When Opened** Challenged ballots are only opened and counted if there are enough to change the result of the election. If there are enough to change the outcome, do not open the challenge envelope(s) in the institution. The eligibility of *challenged* ballots will be determined by the Membership/Dues Department. They will first verify the voter’s status of “active member in good standing”, prior to the votes being counted.

In the previous example of a contested election, Candidate B won by 1 vote. But if there were 3 challenge envelopes in the election, they would have to be opened, verified and counted. If they were all for Candidate A, as in the example below, then A would win and B would lose.

Candidate ‘A’		Candidate ‘B’	
	11 YES votes		10 YES votes
	-2 NO votes		-0 NO votes
	3 YES votes -verified challenge ballots		
<b>Total:</b>	<b>12 YES votes</b>	<b>Total:</b>	<b>10 YES votes</b>

# Delivering the Election Results

After the last member has voted, the polls closed, the vote counted and the Tally sheet completed,

1. Place all the ballots in a separate manila envelope with the sign-in sheet(s) and eligibility list. Note: The sealed manila envelope should contain only the marked ballots, the sign-in sheets and if they are, the challenge ballots in the white envelope(s) and the sign-in-challenge sheets.
2. Attach the tally sheet to the outside of the manila envelope.
3. The manila envelope must then be sealed.
4. The Organizer/ Contract Administrator, designee or deputies and observer(s) should sign their names across the top of the tape. Please use only one (1) Manila envelope per tally sheet.
5. All the voting materials from the election(s) described above is collected by the Organizer/CA or designee or deputies and is delivered to the DD at Union headquarters.
6. If not directly delivered, all Manila envelopes are to be mailed to the Delegates Department in the format described above.

## Last Step

The Delegates Department must receive all the original election documents, as detailed above (#s 1-6), in order to enter the results of the new delegates into the database. The DD then stores the original petitions and election results for seven years.

**Photos for Delegate Picture ID** After the DD receives and enters the tally results from the Delegate election and it is determined that he or she is now a Delegate; the newly elected Delegate may come in to take their Delegate photo ID picture. For the outer/regional offices, times will be scheduled (i.e., Long Island, Staten Island, White Plains, MA, MD/DC, NJ). Please call the Delegates Department (212)-261-2269 to schedule.

# Solutions to Common Situations

**A delegate moves to a new department or group** After settling in the new position, the member needs to submit a new petition and confirmation of candidacy for the new department/group, provided there is a vacant slot. He or she must be elected by members of his/her new department. Before proceeding with the election, the delegate must be dropped from his/her original department. The delegate slot in the old department is now vacated and available.

**The Department/Group Move Together** If an entire department or group is moved to a new location within an institution, they keep their elected delegate, however adjustments need to be made to the skeletal charting. When an entire department or group is moved to another outside facility, it is decided on a case-by-case basis. See the criteria below for Mergers and Sales. In some situations, it's better to have a new election.

**One Institution Merges or Buys Another** As long as the department/group is not broken up and the members who elected the delegate are still together so that the integrity of the election has been maintained, the delegate may retain his/her position. In some situations, it's better to have a new election. If a new election is scheduled, the candidates do not have to wait 6 months if the department/group has been maintained.

**Candidate loses an election** He/She may run again in 6 months (from date of the election that he/she lost) in the department/ group provided there is still an available Delegate slot.

**A Candidate is on staff for less than 6 months** The Constitution states<sup>2</sup> that "To be a candidate as a Delegate one must be a member in good standing for at least six (6) months."

However the Constitution allows for two important exceptions - as follows.

"In any Group or Department where no member meets the requirements or no member who does is willing to serve, the requirement shall be relaxed."

**The members have won their first ever union contract and dues have just started.**

The candidates do not have to wait 6 month. As in the above case, no one in the institution meets the 6 month requirement and so it is "relaxed".

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<sup>2</sup>1999SEIU Constitution, Article VIII Section 3-Nominations of Officers and Delegates (C )

# Skeletal Charting

**Origins:** We call it skeletal charting because it's the summary of an Organizer's charting. Both charts have departments, titles, shifts and work locations. But Organizer's charting includes all the current members' names. Skeletal charting lists only the number of members in each category. Only one line is needed to chart 25 Dietary workers on the evening shift instead of listing out all their names. Skeletal charting is intended to be a clear and easy way to map out department/groups in an institution and enable the Organizer/CA to conduct elections for all active dues-paying members.

**Slots:** The Constitution<sup>3</sup> has a few requirements applicable to Delegate elections (see Appendix #1). A delegate is elected in his\her department (or group) by anywhere from 16 to 30 dues-paying members. This is known as a slot. When a department or group is smaller than 16 members, it needs to be combined with other small department(s)/group(s) so the combined total is within the 16 to 30 member range. This requirement is relaxed for Pharmacy and Human Services (CBOs) and also when a large institution has an off-site clinic or office. In these cases a slot can be less than 16 members. There are some rare cases, such as a lock-down unit or a severely restricted department within an institution, which are given off-site status.

If a department or group is larger than 30, then another delegate slot is created. For example, if Dietary has 40 members, then two slots are available at 1:20 each. Other combinations of ratios can be considered. For example, instead of using 1:20 and 1:20, the ratios could be 1:24 and 1:16, depending on factors such as representation of different shifts or work locations. Delegates are allowed to represent all of the members in their department/group in different shifts, titles and work locations.

**Orders:** Once departments/groups have enough members for more than one slot, it is useful to group them together. That group is called an Order. Skeletal Charts are made up of Orders. They are numbered from #1 to as many that are needed. In the medical center chart on page 14, there are 120 members in the Pathology Department. The Organizer/CA has chosen to have 5 slots in the order. When the elections are prepared, all the slots in the order are run together. This greatly facilitates the election process.

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<sup>3</sup>1199SEIU Constitution may be found in the 1199 website, 1199seiu.org.  
Click Member Information

**Maimonides Medical Center**

**Order # 16**

**5 Slots**

Department	Location	Job Title	Shift	Members	Total
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	ACCESSIONING	8 AM - 4 PM	1	
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	CYTOTECHNOLOGIST	8 AM - 4 PM	2	
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	LAB ASSISTANT	7 AM - 3 PM	2	
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	LAB COMPUTER	4 PM - 12 AM	4	
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	LAB DATA CLERK	8 AM - 4 PM	8	
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	LAB DATA CLERK	4 PM - 12 AM	2	
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	LAB TECH	8 AM - 12:00 PM	1	
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	LAB TECHNOLOGIST	8 AM - 4 PM	24	
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	LAB TECHNOLOGIST	4 PM - 12 AM	17	
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	LAB TECHNOLOGIST	12 AM - 8 AM	12	
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	OFFICE ASST	12 AM - 8 AM	1	
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	OPERATOR	12 AM - 8 AM	1	
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	PHLEBOTOMIST	8 AM - 4 PM	35	
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	PHLEBOTOMIST	3 PM - 11 PM	1	
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	PHLEBOTOMIST	12 AM - 7 AM	2	
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	POINT OF CARE SPEC	8 AM - 4 PM	1	
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	SECRETARY II	9 AM - 5 PM	1	
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	SECRETARY III	9 AM - 5 PM	1	
LABORATORY, PATHOLOGY CLIENT SERVICES	MAIN HOSP GELLMAN 5TH FLOOR	TECHNICAL SPECIALIST	9 AM - 5 PM	4	120

Orders are also useful for when the Bargaining Unit includes many small departments all with fewer than 16 members. Orders allow for the combinations of the many small departments/groups that the Constitu- tion requires. Organizers and Contract Administrators decide these combinations. See the example below.

**Montefiore Wakefield RN**

**Order # 10**

**1 slot**

Department	Location	Job Title	Shift	Members	Total
PEDIATRICS COMMUNITY OUTREACH	1ST FLOOR	REGISTERED NURSE	7 AM - 7 PM	1	
MCC MEDICINE	4234 BRONX BLVD BX NY	REGISTERED NURSE	9 AM - 5 PM	1	
SCHOOL HEALTH PRG NORTH	4234 BRONX BLVD BX NY	NP-RN	9 AM - 5 PM	1	
RADIOLOGY	2ND FLOOR	NP-RN	9 AM - 5 PM	1	
PEDIATRICS	3RD FLOOR	REGISTERED NURSE	7 AM - 7PM	5	
PEDIATRICS	3RD FLOOR	REGISTERED NURSE	7 PM - 7AM	5	
RADIOLOGY NURSING SERVICES	2ND FLOOR	REGISTERED NURSE	9 AM - 5 PM	2	
NURSE EDUCATORS	MONTE LEARNING NETWORK	REGISTERED NURSE	8 AM - 4 PM	2	18

**Limits on Order Size:** Some of our departments/groups have become much larger than ever imagined. We limit the number of slots in an order to roughly 6-7 slots and roughly 200 members because when the department/groups get larger than that, the election process becomes unwieldy and prone to problems that could jeopardize the validity the election. Also, if the election were to “crash” in our system, all candidates would be held up until the problem was found and fixed. These large department/groups are to be broken down into smaller orders for the 2016 elections. For example, a department order containing 700 members on seven floors and 38 slots can be broken down into different orders by floors and shifts.

**Using Different Ratios to Create Different Number of Slots:** The following example shows how an Organizer/CA can use different ratios to create more or less Slots within an Order.

If an Order is a department with 100 members:

- o 4 delegate slots can be created within the order using a 1:25 ratio
- o 5 slots using 1:20
- o 6 slots (using a combination of 2 slots of 1:16 and four slots of 1:17)

As mentioned above, the configurations of ratios are not important so long as the final member count proofs to 100 members and the ratios stays within the bounds of 1:16 to 1:30.

So for a department of 100 members, there are three possible number of slots, (4,5 or 6) to choose from. The same applies to a small institution of 100 members.

**Finding the Best Ratio:** It's important to find the best ratio to use when there is a range of choices. A common mistake occurs during the initial charting. The most prominently mentioned ratio in the Constitution is 1:30 (see Appendix #1) and Organizers/CAs have understandably gravitated towards it and the larger ratios. There is also a general awareness that these larger ratios produce fewer overall slots and consequently fewer open (unfilled) slots in Division and Area reports. But when election time comes around, the ratios used may not be remembered and the number of open slots not checked. If 5 Candidates have come forward to run in an order with 100 members but only 4 slots were originally charted, then an unnecessary run-off is created and the Candidate with the least number of 'yes' votes remaining (after any no votes are deducted) will lose. If all five receive identical votes, as often happens, the result is a five way tie. Once the election is complete, the results becomes official. The turnaround time to get to the intended results can be long and complicated as we need to maintain the integrity of the election.

This is another reason to keep the size of Orders small - the math is simpler and easier to calculate.

MIS has built modifications into the 2016 database to make sure that Organizers and CAs are more aware of the number of open slots in an order and of any potential "unnecessary" run-offs created. Adjustments can then be made to the charting before the election.

**Charting Requirements** Our new database requires that a new line be used for each new piece of information. There are 29 pharmacists in the chart below working three shifts. Three separate lines, or rows, are now used to show their shifts. But if the pharmacists were working in three different locations on all three shifts, 9 rows would be required to chart them. If the same applied to the Pharmacy Technicians listed below the Pharmacists, 18 rows would be required to chart the two titles. This database requirement can easily lead to charts ballooning in size and becoming unnecessarily detailed. The charting can become difficult to create, read and edit.

The work around is judicious use of "All" or "Varied" in the shift and work location columns. Enter these when the size of the Order has become unmanageable and it will not make a difference in charting the Order.

If using all the details is not a problem, it helps to have a membership list in Excel and use a pivot table - see the next section below (Hospitals).

**Maimonides Medical Center****Order # 13****3 Slots**

Department	Location	Job Title	Shift	Members	Total
PHARMACY	MAIN HOSP BASEMENT	CLINICAL PHARMACIST	8 AM - 4 PM	6	
PHARMACY	MAIN HOSP BASEMENT	OFFICE ASSISTANT	9 AM - 5 PM	1	
PHARMACY	MAIN HOSP BASEMENT	PHARMACIST	8 AM - 4 PM	20	
PHARMACY	MAIN HOSP BASEMENT	PHARMACIST	4 PM - 12 AM	4	
PHARMACY	MAIN HOSP BASEMENT	PHARMACIST	12 AM - 8 AM	5	
PHARMACY	MAIN HOSP BASEMENT	PHARMACY CHEMO MIXER	8 AM - 4 PM	4	
PHARMACY	MAIN HOSP BASEMENT	PHARMACY TECHNICIAN CERTIFIED	8 AM - 4 PM	22	
PHARMACY	MAIN HOSP BASEMENT	PHARMACY TECHNICIAN CERTIFIED	4 PM - 12 AM	2	
PHARMACY	MAIN HOSP BASEMENT	PHARMACY TECHNICIAN CERTIFIED	12 AM - 8 AM	1	
PHARMACY	MAIN HOSP BASEMENT	SECRETARY I	9 AM - 5 PM	1	
PHARMACY	MAIN HOSP BASEMENT	STOCK CLERK	8 AM - 4 PM	1	67

**When to Update Skeletal Charting** Organizers/CAs only need to update their skeletal charting whenever the size or configuration of the bargaining unit changes significantly. Often these changes mean the gain or the loss of delegate slots. It's our tradition to thoroughly check over the skeletal charting before the start of each new election cycle.

# Charting Guidelines in Different Industries and Divisions

These guidelines were made so we could apply the same Constitutional requirements to delegate elections in the wide range of institutions we represent.

**Hospitals** Hospitals are our largest institutions and present the most complicated challenge for skeletal charting. The size and configuration of some of the departments may have changed dramatically, such as in Nursing and Radiology, while other departments like Housekeeping and Dietary may have remained stable.

**Ideal Skeletal Charting** The Ideal Skeletal Charting is created from the Organizer/CA's charting. As the Organizer/CA tracks the changes within an institution, they make corresponding changes to the Skeletal Charting.

**Working from Lists** If a current Organizing Chart is not available, it's best to work off of a list. Either of the following can be used,

1. The Employer's Dues report
2. A list of bargaining unit employees provided by the Employer

**The Dues report** The Dues report is easier to get- the last available report is posted on the Intranet. We use the "Active" list which is the first column on the Executive Summary. It can be downloaded into Excel and a Pivot Table can quickly provide the breakdown necessary for charting. But often Employers do not provide all the requested information, and without at least Departments and Titles, the report is useless except to determine the total number of dues paying members.

**The Employer's List** We send out a letter to the Employer requesting a spreadsheet in Excel of all the bargaining unit members, their department, title, shift and work location. The Employer's list takes more time to get and often they are reluctant to send it without a push, but once we have it, we can use Pivot Tables and chart from the breakdowns provided. Occasionally an Organizer will request additional information to be provided in the list, such as rates of pay, so as not to burden the Employer with multiple requests. There is a sample letter in Appendix #1.

**Pivot Tables help to make Skeletal Charting** The pivot table on the next page was made from the Employer's list. Tables like this one are good for the Organizers/CAs to "cut the turf" and to determine the number of slots in the orders. Once done, it is relatively easy to change the table into the format needed for Skeletal Charting and then load it directly into the database.

## Pivot Table of 5 Departments in Maimonides Medical Center

Count of Name		New Shift					Grand Total
Dept	Job Title	Day	Evening	Night	(blank)		
Environmental Services	Env Servs Team Leader	4	1			5	
	Environmental Worker	73	63	35		171	
	Environmental Worker Lead	4				4	
	Painter A	3	2			5	
	Support Service Worker	23	5	1		29	
Environmental Services Total		107	71	36		214	
Emergency Room	ER Registration/Clerk	4	42	1	6	53	
	Mental Health Worker	1	14			15	
	Monitor Technician	3	6	3		12	
	Patient Care Technician	4	42	13	15	74	
Emergency Room Total		12	104	17	21	154	
Ambulance Services	Emergency Medical Technician	12	18		8	38	
	EMS Dispatcher	2	1			3	
	Paramedic	14	64		2	80	
	Paramedic Lead		1			1	
Ambulance Services Total		28	84		10	122	
Food Svc Main Kitchen	1st Cook	1				1	
	2nd Cook	6	1			7	
	Baker	1				1	
	Chef	1				1	
	Dietary Worker	34	14	1		49	
	Dietary Worker Lead	10	3			13	
	Food Services Utility Worker	1	1			2	
	Host/Hostess	7	1			8	
	Secretary III	1				1	
Food Svc Main Kitchen Total		62	20	1		83	
Pharmacy	Clinical Pharmacist	7				7	
	Graduate Pharmacist	1				1	
	Office Assistant	1				1	
	Pharmacist	24	3	4		31	
	Pharmacist Chemo Mixer	4				4	
	Pharmacist Lead	1				1	
	Pharmacy Technician Certified	27		3		30	
	Secretary I	1				1	
	Secretary III	1				1	
	Stock Clerk	1				1	
Pharmacy Total		68	3	7		78	

For a video on how to make pivot tables, Go the Education tab on the Intranet, click on Computer training Videos – then Skeletal Charting with Pivot Tables by Donald Anthony Fiorilli

**Charting in the Nursing Homes Division** Nursing Homes have consistent and predictable structures. The following uniform format is encouraged;

Order 1	Nursing	Day Shift
Order 2	Nursing	Evening Shift
Order 3	Nursing	Night Shift
Order 4	Dietary	All Shifts
Order 5	Housekeeping & Maintenance	All Shifts
Order 6	Pro, Tech Activities & Clerical	All Shifts

Order 2 and 3 can be combined when the number of members is too small (under 16 members) or the two orders can share the shifts. Other variations can be made if the size and structure of the Home necessitate it. If variations are used, follow the progression of Nursing, Dietary, Housekeeping/Maintenance, and All Others.

In the Nursing Home Division, the lowest possible ratios should be used to maximize the number of available slots.

**Charting in the Home Care Division** Skeletal Charting for the Home Care Division is usually one or two lines because there are either one or two titles in one department. Individual shifts change constantly so they are set to “All” or “Varied”. Each member works in a client’s home. The location is protected by privacy laws so Work Locations are traditionally listed as the address of the Agency. The member count should reflect the average of the current active members’ counts.

**Home Attendant of Hyde Park                      Order #1                      Slots 26**

Department	Location	Job Title	Shift	Members
HOME CARE	1273 53RD STREET, BKLYN NY 11219	HOME ATTENDANT	VARIED	750

Given the lack of a central workplace and the many extenuating circumstances accompanying Home Care delegate elections, the Home Care Division ratio of delegates to members is 1:250.

**Charting Massachusetts PCAs** The MA PCAs have similar charting but they are separated by “turfs” instead of agencies. The charting is based on active, dues paying members.

**Springfield Turf    Order #1    Slots 39**

Department	Location	Job Title	Shift	Members
SPRINGFIELD, INDIAN ORCHARD	SPRINGFIELD, INDIAN ORCHARD	PCA	ALL	1144

**Registered Nurses** RNs are usually all in the Nursing Department. In large hospitals they can be grouped by scopes of practice. In smaller hospital they can be grouped by location and/or shift.

**Montefiore Wakefield RN    Order #16    1 slot**

Department	Location	Job Title	Shift	Members	Total
MOTHER/BABY 3S	3RD FLOOR	REGISTERED NURSE	7 PM - 7 AM	8	
MOTHER/BABY 3S	3RD FLOOR	REGISTERED NURSE	7 AM - 9 PM	9	
NEWBORN NURSERY	3RD FLOOR	REGISTERED NURSE	7 PM - 7 AM	3	
NEWBORN NURSERY	3RD FLOOR	REGISTERED NURSE	7 AM - 7 PM	4	
OB/GYN ULTRASOUND-OP	3RD FLOOR	REGISTERED NURSE	8 AM - 4 PM	1	25

**Florida** The *Right to Work* laws in Florida requires union representation for the entire bargaining unit, while our Constitution restricts voting to members in good standing (paying dues). So we chart twice, first to ensure the constitutional requirements and second to distribute the coverage equitably. The example below is from a pivot table from the University of Miami.

<b>Department Name</b>	<b>Classification Name</b>	<b>Dues Paying</b>	<b>Bargining Unit</b>
Enviromental Services	EVS	58	83
Enviromental Services	ENV PROJECT SPEC	20	28
Enviromental Services	MAINT MECH II	2	3
Enviromental Services	ENV SVC COORD	2	2
Enviromental Services	PLANT OPERATION		1
Enviromental Services	STAFF ASST 10	1	1
Enviromental Services	Env Svc Tech PRN	1	1
<b>Enviromental Services Total</b>		<b>84</b>	<b>119</b>

# Appendix #1

## Sample Letter to the Employer

WITH ADDITIONAL INFORMATION REQUESTED

Contact Person

date, 2015

Title

Institution

Institution address

City NY, ZIP

Via email( ) \_\_\_\_-\_\_\_\_ and Regular

Mail

Dear M:

1199SEIU is requesting updated information on your Employees in the 1199SEIU bargaining unit(s), as well as certain related information. Please provide a list of all Employees, in all bargaining units, in all locations, each in its own column;

- o First name
- o Last name
- o Department
- o Job Title
- o Shift
- o Work location (Floor, unit or room & address if different)
- o Date of hire (bargaining unit seniority)
- o Classification seniority
- o Social Security number (last 4)
- o Hours per week, (FT and scheduled to work for part-timers)
- o Base hourly rate of pay
- o All Differentials, such as shift, etc. listed in separate columns
- o All Steps, such as longevity or educational, etc. - separate columns
- o Total weekly pay

Please send this information in an EXCEL format as an attachment via E-mail to \_\_\_\_\_@1199.org. We understand that requests like this take your valuable time and every effort has been made to keep this request simple. We appreciate your anticipated cooperation and ask that you respond on or before \_\_\_\_\_, 2015.

Very truly yours,

Organizer/CA

C: \_\_\_\_\_, Executive Vice President

\_\_\_\_\_, Vice President

\_\_\_\_\_, Contract Administrator

Peter Vanamee, Delegates Department

# Appendix #2

## Election Kit Supplies

1. Ballots (quantity based on member count from charting)
2. Ballot Box and Sealing Tape
3. Membership List/ Sign-In-Sheet
4. Tally Sheet (date/time stamped copy provided upon receipt)
5. Large Manila Envelope
6. Flyer for posting results
7. Challenge Sign-In Sheet
8. Challenge (white) Envelopes
9. Challenge Manila Envelope
10. Stamp 'Voted'
11. Stamp Pad(s)
12. Golf Pencils
13. Pen(s) Black Ink
14. Badge(s) Observer
15. Badge(s) Deputy
16. Rubber Bands: Small
17. Guidelines for Delegate elections – 2016



# DELEGATES DEPARTMENT

330 West 42nd Street (15th Floor)  
New York, NY 10036

**DEPARTMENT**                    **212-261-2269**

**TOLL FREE**                    **800-217-1199**

**FAX NUMBER**                **212-399-1969**

<b>NAME</b>	<b>EXT.</b>	<b>CELLULAR</b>	<b>EMAIL</b>
Peter Vanamee Director	212 261-2205	646-745-7055	PeterV@1199.org
Renee Bates RN, NJ and HS 2	212 261-2224	646-357-2205	ReneeB@1199.org
Nyle Davis NH Division	212 261-2288	347-909-0459	NyleD@1199.org
Vaughn Freeman Home Care Mass and HS 5	212 261-2282	646-808-6646	VaughnF@1199.org
Evette Haynes HS 1, 3 & 8	212 261-2329	917-510-7599	EvetteH@1199.org
Shawn Jones HS 4, MD/DC	212 261-2219	646-784-3388	ShawnJ@1199.org
Taniya Wooldridge Florida & HS 7	212 408-8417		Taniya.Wooldridge@1199.org



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United Healthcare Workers East  
**Quality Care &  
Good Jobs For All**