

OCSEA Requests For Lists, Labels, or Meeting Notices

Use this form to request meeting notices, election notices, membership lists or labels. Only requests that comply with the OCSEA or AFSCME Constitutions and OCSEA policy will be honored. Submit request to Information Systems Secretary.

OCSEA Requirements for Meeting Notices, Lists or Labels Requests:

- Meeting notices must be received by OCSEA at least 10 days prior to scheduled meeting.
- Notices for nominations and elections must be received by OCSEA at least 30 days prior to scheduled meeting.
- All elections or nomination notices must be mailed no later than 15 days prior to scheduled meeting.
- All charges for services will be deducted from the subordinate body's rebate unless paid for in advance.
- In accordance with the OCSEA Constitution And By-Laws, Life and Retired members may be nominated for, elected to, and maintain office except for the office of President and Vice President in any Subordinate Body as per Article IV Section 3 of the Uniform OCSEA Subordinate Body Constitution.

Name: _____ Date: _____
(Chapter, District Council or Assembly)

Nature of Request:

____ Notices ____ Labels ____ Lists ____ Voter List ____ Other, Specify: _____
(See below)

Address lists or labels should be sent to: _____

Notices: Fill out the information below:

Send to: ____ Active Members ____ Fair Share Fee Payers ____ Both ____ Other, Specify _____

Information to be Printed:

Date: _____ Day: M T W TH F SA SU Time: _____
(circle one) (If election, show times polls open and close)

Location: _____

Agenda: _____

Other comments to be placed on notice: _____

Authorized by: _____
(Must be signed by appropriate Chapter Officer or Election Committee Member if this is an election)

Phone Number (in case we have questions about this request): (_____) _____

OCSEA CENTRAL OFFICE USE ONLY:

This request meets constitutional requirements and is approved for mailing. Approximately _____ pieces to be mailed by

____ Signed: _____ DATE MAILED: _____ INITIALS: _____

Revised 05/06 mailerrequest

Return to OCSEA AFSCME Local 11, AFL-CIO c/o Information Systems Secretary, 390 Worthington Road, Suite A, Westerville, OH 43082-8331