



NEW YORK CITY MANAGERIAL EMPLOYEES ASSOCIATION

BYLAWS

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BYLAWS

Revisions Adopted by MEA General Membership [DATE]

ARTICLE I: NAME

Section 1.01 The name of the Association shall be the New York City Managerial Employees Association (MEA).

ARTICLE II: PURPOSE

Section 2.01 The purpose of the New York City Managerial Employees Association (MEA) is to promote the advancement of employees of the City of New York who are managerial or original jurisdiction ("employees") by advocating for their professional growth, increased wages, enhanced benefits, and improved working conditions. The MEA collaborates and networks with the Mayor's Office, elected officials, the City's administration, agency leaders, community representatives and stakeholders to advocate for members to receive pay equity, parity, and professional advancement opportunities consistent with the Association's values of respect and professionalism.

ARTICLE III: MEMBERSHIP AND DUES

Section 3.01 Full membership shall be open to persons employed by the City of New York's mayoral and non-mayoral agencies who are not eligible for collective bargaining representation under state and local law and to those retired or otherwise separated from such service.

Active (in-service) membership shall be open to employees of the City of New York's mayoral and non-mayoral agencies who are not eligible for collective bargaining representation under state and local law.

Retiree membership shall be open to former employees of the City of New York's mayoral and non-mayoral agencies who were not eligible for collective bargaining representation under state and local law.

Retiree membership shall be open to former employees of the City of New York's mayoral and non-mayoral agencies who were not eligible for collective bargaining representation under state and local law at the time of separation.

Section 3.02(a) Membership and access to services of the MEA shall be effective immediately upon receipt of a dues check-off authorization signed by the employee.

Membership and access to services of the MEA shall be effective immediately upon receipt of either a dues check-off authorization signed by the employee or an MEA Membership

Application signed by the employee or retiree as a direct payer.

Section 3.02(b) After the membership has begun, the member is responsible for notifying the MEA regarding discontinuation of dues. Membership shall terminate not later than six (6) weeks after receipt of a signed resignation from the member.

The membership application of any person eligible to join the MEA may be rejected for cause by the President with the Executive Board's approval. The Treasurer may recommend to the President and Executive Board the rejection for cause of an employee's application for membership pursuant to Section 6.04(a). Any person eligible for membership in the Association shall not be denied membership because of age, sex (gender), race, color, creed, national origin, physical or mental disability, sexual preference, sexual orientation, marriage or civil partnership, and pregnancy and maternity.

ARTICLE IV: MEMBERSHIP DUES

Section 4.01(a) Membership for direct payers shall begin upon the Association's receipt of the dues and MEA Membership Application signed by the employee or retiree. All direct payments are due annually by January 15th, or semi-annually by January 15th and July 15th. Membership dues for new members shall be prorated based on the month of enrollment.

Section 4.01(b) Direct payment may be in the form of a personal check until the acceptance of credit card payments become available, cashier check or money order.

Section 4.01(c) Direct payers have a thirty (30) day grace period to pay the membership dues. Members not paying their membership dues timely will be mailed a Final Payment Due notification and extended another thirty (30) day grace period.

Section 4.01(d) Members making direct payments who are sixty (60) days in arrears shall have their membership terminated.

Section 4.02 Active (in-service) members shall have the option of paying membership dues as a direct payer or through payroll deductions.

Section 4.03 Retirees members shall have the option of paying membership dues as a direct payer or through NYCERS retirement account deductions.

Upon approval and recommendation by the Executive Board, increases in the membership dues require final approval by the MEA members. MEA members shall consider the membership dues increase at the General Membership meeting. MEA members will be provided with at least twenty (20) days' notice of the scheduled General Membership meeting. General Membership meetings at which membership dues increases are considered must have a quorum of at least twenty-five (25) members, which includes members from at least five (5) Chapters.

ARTICLE V: ORGANIZATION STRUCTURE

Section 5.01 The structure of the Association shall consist of the following:

The Membership as defined in Article III

The MEA Officers and Directors-At-Large as defined in Article VI

The Executive Board as defined in Article VII

The Chapters Officers as defined in Article VIII

ARTICLE VI: MEA OFFICERS AND DIRECTORS-AT-LARGE

Section 6.01 The MEA Officers shall be the President, Vice President, Treasurer, and Recording Secretary.

Section 6.02(a) The President, as the principal executive officer of the Association, shall have full authority to execute the policies of the Association as established by these Bylaws and the Executive Board. The President shall be the official spokesperson of the Association in all its external relations and may authorize counsel or other representatives of the Association to speak on behalf of the Association. The President shall hold no other office or position in the Association.

Section 6.02(b) The President shall implement provisions of these Bylaws, the directives of the membership and of the Executive Board. The President shall direct the activities of the other officers and the executive staff. The President shall chair all General Membership and Executive Board meetings unless the President chooses to delegate such duty to another member. The President shall report to the membership meetings orally and in writing; shall appoint chairpersons and members of all committees, unless otherwise specified in these Bylaws subject to an affirmative vote of the Executive Board; can remove committee chairs; shall be an ex-officio member of all committees and chapters except for the Election Committee; shall approve all written communications of the Association, except for communications from any Chapter Officer, to their membership dealing with Chapter business, and shall schedule meetings of the Executive Board pursuant to Section 10.02(a).

Section 6.02(c) The President may act in emergency situations until a meeting of the Executive Board can be called. Any such emergency actions must be reported in writing or by other appropriate means to all members of the Executive Board within ten (10) business days.

Section 6.02(d) The President shall approve payment of proper vouchered expenses of the Association, in accordance with budget authorizations of the Executive Board.

Section 6.02(e) Upon resignation, removal, or any reason leading to the vacancy of the President position, the Vice President shall fill the unexpired term.

Section 6.03(a) The Vice President shall act on the President's behalf in the absence or inability to serve of the President in the performance of the President's duties. The Vice President shall see that chapter elections and meetings are held as required, certify that each chapter has sufficient members to be a chapter and have oversight over the chapter election process and membership related efforts.

Section 6.03(b) Upon resignation, removal, or any reason leading to the vacancy of the Vice President position, the Executive Board by affirmative vote shall appoint a Director-At-Large to fill the Vice President position for the unexpired term. If no Director-At-Large accepts the appointment of Vice President, the Executive Board by affirmative vote shall appoint another member in good standing to fill the Vice President position for the unexpired term.

Section 6.04(a) The Treasurer shall be the chief fiscal officer of the Association and shall be responsible for its fiscal affairs, subject to the approval of the membership and Executive Board and the direction of the President. The Treasurer shall submit an annual operating budget to the Executive Board for approval pursuant to Section 7.02; shall oversee the maintenance of membership rolls, the collection of dues and other monies and shall recommend rejection for cause of an individual's application for membership pursuant to Section 3.03. The Treasurer shall chair the Finance Committee established in Section 10.02(c).

Section 6.04(b) The Treasurer shall retain a certified public accounting firm, subject to an affirmative vote by the Executive Board on an annual basis for a procedure engagement to ensure that expenditures conform to the Association's policies and to audit the Association's books and records. The Treasurer shall report orally and in writing the Association's financial state to the Executive Board and at a General Membership meeting.

Section 6.04(c) The Treasurer shall keep all contracts, records and property of the Association not otherwise given by these Bylaws to another Officer; process the payment of bills approved by the President; secure funds of the Association to be deposited in banks approved by the Executive Board or invested in resources approved by the Executive Board; and shall prepare and distribute a monthly statement to the Executive Board listing the Association's receipts and disbursements. The Treasurer shall report these activities to the Executive Board.

Section 6.04(d) Upon resignation, removal, or any reason leading to the vacancy of the Treasurer position, the Executive Board by affirmative vote shall appoint another member in good standing preferably with a background in financial services to fill the Treasurer position for the unexpired term.

Section 6.05(a) The Recording Secretary shall keep a record of the proceedings of all regular and Special Membership meetings of the Association and the Executive Board, including the recording of motions, resolutions and amendments, and record, report, and monitor attendance at Executive Board meetings. The Recording Secretary shall have responsibility for implementing the process of amending the Bylaws established in Section 13.02(a). The Recording Secretary shall report these activities to the Executive Board.

Section 6.05(b) Upon resignation, removal, or any reason leading to the vacancy of the Recording Secretary position, the Executive Board by affirmative vote shall appoint another member in good standing to fill the Recording Secretary position for the unexpired term.

Section 6.06(a) There shall be a minimum of two (2) Directors-At-Large and up to four (4) Directors-At-Large elected pursuant to Section 11.06(c). Directors-at-Large shall be responsible to serve as ombudsmen for MEA members, participate in and/or lead ad hoc committees, advocate on behalf of the membership and communicate with Executive Board representatives to identify issues to be raised at Executive Board meetings. They may assume other duties requested by the President and/or the Executive Board.

Section 6.06(b) Upon resignation, removal, or any reason leading to the vacancy a Director-At-Large position, the Executive Board by affirmative vote may appoint another member in good standing to fill the Director-At-Large position for the unexpired term. However, if the number of Directors-At-Large falls below the minimum pursuant to Section 6.06(a), the Executive Board by affirmative vote shall appoint another member in good standing to fill the Director-At-Large position for the unexpired term.

Section 6.07 Any MEA Officer or Director-At-Large who is found by a two-thirds majority of the Executive Board to be in dereliction of duty because of specific charges filed in writing by at least seven (7) members of the Executive Board shall be removed from office and the position shall be declared vacant. Such charges shall be filed with the President, or if the President is charged, the Vice President or in the absence of the Vice President, another MEA Officer or Director-At-Large shall cause the item to appear on the Agenda of the next Executive Board meeting. At such meeting, the charged Officer(s) shall be afforded an opportunity to explain the actions charged.

Section 6.08 The MEA Officers shall be signatories on the Association's accounts.

Section 6.09 The MEA Officers shall be bonded by the Association.

Section 6.10 MEA Officers who resign or whose term has ended for any reason are required to provide their MEA files to their successors within two (2) weeks of the election results or any other reason for leaving office.

Section 6.11 The MEA Officers shall take an Oath of Office at the beginning of each Officer's term.

ARTICLE VII: THE EXECUTIVE BOARD

Section 7.01(a) MEA Officers and Directors-At-Large elected pursuant to Section 12.05, Chapter Directors and Past President shall constitute the Executive Board. No person may hold more than one Executive Board position at the same time (except Past Presidents). Any Executive Board member attending meetings in-person, by phone or virtually has full voting rights. In the absence

of the Chapter Director, another chapter officer shall represent the chapter at the Executive Board meeting. Ten (10) members shall constitute a quorum. In no instance, shall any person be able to cast more than one (1) vote.

Section 7.02 The Executive Board may adopt any policy, process, or procedure for the Association not in conflict with these Bylaws, unless the membership decides otherwise. It shall approve by affirmative vote the annual budget prepared by the Treasurer, and that approval shall constitute authorization to spend Association funds for the purposes indicated in the budget.

Section 7.03 The Executive Board shall determine the process and procedure for choosing the Association's executive staff and Counsel and shall approve by affirmative votes the individuals selected for these positions.

Section 7.04 Any member of the Executive Board who is hired for a staff position with the Association must resign from the Executive Board before beginning the duties of that position.

Section 7.05 Any Executive Board member who is found by a two-thirds majority of the Executive Board to be in dereliction of duty because of specific charges filed in writing by at least seven (7) members of the Executive Board shall be removed from office and the position shall be declared vacant. Such charges shall be filed with the President, or if the President is charged, the Vice President or in the absence of the Vice President, another MEA Officer or Director-At-Large shall cause the item to appear on the Agenda of the next Executive Board meeting. At such meeting, the charged Executive Board member(s) shall be afforded an opportunity to explain the actions charged.

Section 7.06 The Executive Board shall promulgate an Ethics, Conduct and Conflict of Interest Procedure. The Executive Board shall promulgate an Oath of Office for the elected Officers. The Executive Board shall promulgate an Election Code.

ARTICLE VIII: CHAPTERS

Section 8.01(a) There shall be one (1) chapter for each municipal department or agency provided there are at least fifteen (15) members, and the Executive Board approves the establishment of such a chapter. If a chapter falls below fifteen (15) members, there shall be a one-year grace period for the chapter to obtain the required number.

Section 8.01(b) The Retirees Chapter shall consist solely of retirees.

Section 8.01(c) The Municipal Chapter shall be comprised of members from agencies with less than the required numbers of members to constitute a separate chapter pursuant to Section 8.01(a), except members covered in Section 8.01(d).

Section 8.01(d) With approval by the Executive Board, related agencies or offices may be represented as a separate chapter and not included in the Municipal Chapter, such as:

- Community Boards
- Office of the Mayor and subordinate offices
- District Attorney's Office and Special Narcotics Prosecutor's Office

Section 8.02 The purpose of chapters shall be to identify specific issues that are appropriate for resolution at the agency level. Chapters shall attempt to address member concerns and/or bring them to the attention of MEA leadership; provide information about City and MEA benefits; promote MEA-sponsored events by sharing information with members; support fundraising activities for the Career Development Program; recruit new members, advocate for members as appropriate.

Section 8.03 The Chapter Officers shall be a Director, Assistant Director, and Recording Secretary. The Chapter Officers shall have been a member of the MEA for at least three (3) months as of the date of the election unless the Chapter has been newly formed, and they shall be members of that chapter. The Chapter Director shall preside over regular and special meetings of the chapter, shall appoint committees as needed, shall serve as ex-officio member of such committees, and shall ensure minutes are taken at chapter meetings. The Assistant Chapter Director or Chapter Recording Secretary shall serve in the absence of the Chapter Director. Chapters may establish additional Officers who may attend and represent the chapter at Executive Board meetings in the absence of the Chapter Director, Assistant Chapter Director, or Chapter Recording Secretary.

Minutes shall be recorded by the Chapter at a scheduled chapter meeting and shall be submitted to and maintained by the MEA.

Section 8.04 Terms of Chapter Officers shall be two (2) years beginning immediately upon election, subject to any Election Code that may be adopted by the Executive Board and oversight by the Vice President. When a new chapter is formed, the Executive Board will appoint Acting Chapter Officers, and the chapter election should be held within six (6) months.

Section 8.05 Upon resignation, removal, or any reason leading to the vacancy of the Chapter Director, the Assistant Chapter Director shall become Acting Chapter Director, pending election of a new Chapter Director by the chapter's membership. If a chapter has no duly elected Assistant Chapter Director, the President with approval of the Executive Board shall appoint another member of the chapter to serve as the Acting Chapter Director. Election of a new Chapter Director and/or Assistant Chapter Director shall occur at the first chapter meeting following the effective date of the Chapter Director/Assistant Chapter Director's vacancy or at the next biennial Chapter election.

ARTICLE IX: MEETINGS

Section 9.01 Meeting attendance shall be in-person, by phone or virtual if the option is available.

Section 9.02(a) The President shall hold at least ten (10) Executive Board meetings per year not less than twenty (20) days or more than sixty (60) days apart, except as required by Article XI, to select members of the Election Committee and, except that the Executive Board may establish a meeting schedule that is consistent with this section. Ten (10) members shall constitute a quorum.

Section 9.02(b) Any MEA Officer, Director-At-Large, or Chapter Director who fails to attend three (3) consecutive meetings of the Executive Board, or four (4) of any six (6) successive meetings, without a reason satisfactory to majority of the Board, shall be deemed to have resigned from the position and that position shall be declared vacant.

Section 9.03 Chapters shall hold meetings of their chapter at least once per year. Special meetings of a chapter may be called by the President, Chapter Director or by written request of five (5) members of that chapter. Five (5) members shall constitute a quorum.

Section 9.04 There shall be at least two regularly scheduled General Membership meetings each year. Twenty (20) days written notice for each meeting shall be given to the membership. The membership may adopt any policy, process or procedure for the MEA not in conflict with these Bylaws. General Membership meetings at which votes must be cast, at least twenty-five (25) members, which includes members from at least five (5) Chapters shall constitute a quorum.

There shall be at least two regularly scheduled General Membership meetings each year. MEA members will be provided with at least twenty (20) days' notice for each scheduled General Membership meeting. The membership may adopt any policy, process or procedure for the MEA not in conflict with these Bylaws. General Membership meetings at which votes must be cast, at least twenty-five (25) members, which includes members from at least five (5) Chapters shall constitute a quorum.

Section 9.05 Special meetings of the membership may be convened by the President or by majority vote of the Executive Board. A quorum of the membership shall be at least twenty-five (25) members, which includes members from at least five (5) Chapters, except for nominations pursuant to Article XII.

ARTICLE X: COMMITTEES

Section 10.01 Committee assignments shall expire with the term of the President who is making the appointments; except as determined by the Executive Board. Permanent committees of the Association and their purposes shall be represented in Section 10.02.

Section 10.02(a) The Organization Committee shall assist chapter officials to plan and implement member recruitment and retention strategies; provide training and guidance to chapter officials and members in organizing and recruitment matters; develop chapter incentives, subject to funds being approved by the Executive Board; and administer special projects.

Section 10.02(b) The Compensation, Benefits and Professional Development Committee shall, develop and implement compensation, benefits and professional development programs; perform related research to achieve advocacy goals; administer existing benefits related to Career Development Program (CDP) scholarships, tuition reimbursements, professional development and member education programs; research and make recommendations for services such as legal, pension counseling and voluntary insurance programs; review existing benefits for members and, after consultation with the Treasurer, develop proposals and recommendations to enhance member benefits and special programs.

Section 10.02(c) The Finance Committee shall consist of four (4) members, in addition to the Treasurer. The Finance Committee shall assist the Treasurer and Executive Director of the MEA with preparation of the Association's Annual Budget and modifications thereof. The President, Executive Board, or the membership can refer any financial matter to the Finance Committee.

Section 10.03 The Bylaws Committee shall consist of at least seven (7) members of which no more than four (4) are current Executive Board members. The President shall propose the Chairperson and members of the Committee at the Executive Board meeting held between January and March of the MEA election year. The Bylaws Committee shall convene during April to September of that calendar year and shall review submitted proposed revisions and make recommendations to the Executive Board no later than September 30th of that year, unless an extension is granted by the Executive Board. The Executive Board shall vote on the proposed revisions at its next meeting. The Committee shall also convene a special session based upon a finding of "urgent necessity" pursuant to Section 13.02(a).

ARTICLE XI: ELECTIONS

Section 11.01 To be eligible to run for any elected office in the MEA, on the day of the Special Membership meeting, members must be in good standing with membership dues paid up-to-date. An active (in-service) member must have a minimum of at least one (1) year of membership. A retiree member must have a minimum of two (2) years of membership. No person may hold more than one Executive Board position at the same time (except Past Presidents) pursuant to 7.01(a).

To be eligible to run for any elected office in the MEA, on the day of the Special Membership meeting, members must be in good standing with membership dues not in arrears. An active (in-service) member must have a minimum of at least one (1) year of membership. A retiree member must have a minimum of two (2) years of membership. No person may hold more than one Executive Board position at the same time (except Past Presidents) pursuant to 7.01(a).

Section 11.01(b) The term of office shall be three (3) years and is effective January 1st of the new

year. The President shall be limited to two (2) terms.

Section 11.02 Election of MEA Officers and Directors-at-Large shall be by a ballot referendum among members of the Association and conducted by an outside neutral party, such as the American Arbitration Association (AAA). The specific manner that will be used to conduct the election, will be determined by the Election Committee, and announced at the Special Membership meeting.

Section 11.03 The MEA Officers shall take an Oath prior to assuming office.

Section 11.04 There shall be an Election Committee appointed to administer the election process for MEA Officers and Directors-at-Large established by these Bylaws and any Election Code that the Executive Board may adopt. The Election Code is not part of the Bylaws. The President shall propose the Chair and members of the Election Committee to the Executive Board at its May meeting, and approval shall be by affirmative vote of the Board at its next meeting. Election Committee members shall be neutral on the candidates and issues in the election and shall not engage in any campaign activity. The Election Committee shall arrange full and equitable distribution of appropriate membership contact information as described in the Election Code.

Section 11.05 The Election Committee shall conduct the nominations. Nominations, including self-nominations, for any MEA Officer and the Directors-at-Large positions shall be announced at the Special Membership meeting held during the second full work week of August of that calendar year, but no later than August 10th. No second endorsement shall be required and nominations for a position shall remain open for as long as there are members to be nominated. A quorum (i.e., majority of members of the Election Committee) shall be required at all Election Committee meetings to conduct business.

The Election Committee shall conduct the nominations. Nominations, including self-nominations, for any MEA Officer and the Directors-at-Large positions shall be announced at the Special Membership meeting held during the second week of August of that calendar year. No second endorsement shall be required and nominations for a position shall remain open for as long as there are members to be nominated during the Special Membership meeting. No nominations will be accepted after the Special Membership meeting has been concluded. A quorum (i.e., majority of members of the Election Committee) shall be required at all Election Committee meetings to conduct business.

Section 11.06(a) Nominations shall be made for each position, not a group or slate.

Section 11.06(b) If only one (1) member is nominated for any of the Officer positions as defined pursuant to Section 6.01, that member shall be declared elected and will not appear on the ballot for that position.

Section 11.06(c) If only two (2) or up to maximum of four (4) members are nominated for the

Director-At-Large position, pursuant to Section 6.06(a), the members shall be declared elected and will not appear on the ballot for Director-At-Large. If there are more than four (4) members nominated for Director-At-Large, members may vote for up to 4 nominees and the 4 nominees with the most votes (i.e. top four) shall be elected.

Section 11.07 A nominee for multiple positions must decide which position they will run for by the end of the special membership meeting.

Section 11.08 Ballots shall be sent the second Wednesday of September with a turnaround of twenty-one (21) days. Ballots shall be sent to all members in good standing as of the close of business of the Special Membership meeting, as certified by the Treasurer. If no member for any MEA Officer position receives more than 50% of the ballots cast for that position, a run-off election shall be declared. Ballots for a run-off election between the two (2) members receiving the most votes for that position shall be sent seven (7) days after the Election Committee declares the results of the first voting, with a turnaround of fourteen (14) days. Directors-at-Large shall be elected by plurality.

Section 11.09 Employees of the Association shall be neutral on the candidates and issues in the election and shall not engage in any campaign activity. From the time the Election Committee is appointed until the results of the election are certified, the entire conduct of the election is under the jurisdiction of the Election Committee. When the MEA office is required to perform certain ministerial election functions, they shall be conducted under the jurisdiction of the Election Committee.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Section 12.01 The Bylaws shall be the governing document of the Association in all instances for which they apply. The current edition of Robert's Rules of Order shall apply in all other instances.

ARTICLE XIII: AMENDMENTS

Section 13.01 Proposed amendments to these Bylaws shall be adopted by a two-thirds vote of the members present and voting at a General Membership meeting. The proposed amendments must be provided in writing to the membership at least twenty (20) days prior to the General Membership meeting.

Section 13.02(a) Proposed amendments shall be filed in writing by any two (2) Association members with the Recording Secretary at least ninety (90) days prior to the meeting and they will be put to a vote. All proposals shall be referred to the Bylaws Committee for consideration during its regular session. The Executive Board may upon receipt of the proposal at its sole discretion based on two-thirds vote of that body, issue a finding of "urgent necessity" and thereby direct that the Bylaws Committee convene a Special Session for expedited amendment consideration.

Section 13.02(b) Upon receipt of the Bylaws Committee report, the Executive Board will review its findings and, if acceptable by majority vote of the Board will be submitted for approval to the General membership.

ARTICLE XIV: EFFECTIVE DATES

Section 14.01 These amendments shall be effective upon adoption by the General membership, or an effective date as otherwise specified.

ARTICLE XV: ATTACHMENTS

Revisions Adopted by MEA General Membership [DATE]

General Provisions

Adoption/Amendments: The Election Code and Amendments to or modifications of the Election Code shall be adopted by a two-thirds majority vote of the MEA Executive Board with prior notice.

Omissions: All issues not covered by this Election Code or not covered in the MEA Bylaws which are related to the election of any MEA Officer or Director-At-Large position shall be addressed and resolved by the designated Election Committee. The Election Committee can make recommendations for changing this Election Code based upon experience gained during the election process.

Election Committee Quorums: A quorum (i.e., majority of members of the Election Committee) shall be required at all Election Committee meetings, to conduct business. Election Committee meetings and votes may be conducted in-person, by phone or virtual if the option is available.

Observers: Each candidate may have up to two (2) observers to witness the counting of votes. The Election Committee shall have the authority to increase the number of observers if conditions warrant.

Ballot Format: The sequence in which candidates appear on the ballot shall be by random selection. The names of the candidates running for each Officer and the Director-At-Large position shall appear in the section for each position. A statement shall appear on the ballot which explains the way the individual candidate's position on the ballot was determined and the number of votes that can be cast in the section.

Candidate Eligibility: The Election Committee is responsible for verifying that nominees are eligible to run for office. This verification process shall be completed no later than seven (7) days following the Nominations meeting.

Ethics Code: Each nominee must sign an ethics code agreement within three (3) working days of their nomination, affirming to follow all Election Code regulations. Failure to sign this agreement

prior to the ballot printing will disqualify the candidate. Failure to adhere to the code or rulings of the Election Committee will be grounds for the Election Committee to disqualify the candidate. If the disqualification occurs prior to the release of the ballot, the candidate's name will be removed from the ballot. If it occurs after the release of the ballot, the candidate's votes will not be counted and nullified.

Internet: The use of City agency internet addresses and equipment for electioneering purposes by any candidate or member is totally prohibited.

Appeals: A candidate may appeal any decision made by the Election Committee. The Election Committee must schedule a hearing within five (5) calendar days and render a decision within three (3) calendar days after the hearing is held. The appeal determination is irrevocable and may not be disputed further. The sub-Committee will be comprised of one (1) current Executive Board member, one (1) former Executive Board member, and one (1) active (in-service) member in good standing with dues current to date shall be appointed by the Election Committee no later than the closing of the Nomination meeting. The President and Past President may not serve on the sub-Committee.

MEA Officers and Directors-at-Large Elections

Protocol: Election for MEA Officers and Directors-at-Large shall be conducted by an outside neutral party, such as the American Arbitration Association (AAA), utilizing a ballot.

All MEA campaign literature shall be submitted to the Election Committee for approval at least one (1) week before the established distribution date, but no later than August 27th. The Election Committee shall have the authority to edit the material to eliminate documented factual mistakes, salacious or false political charges by all candidates and their supporters. The Election Committee shall inform the candidate of the changes. Literature shall be in the format as determined by the MEA office, in consultation with the Election Committee.

Chapter Elections

Protocol: Elections for MEA Chapter Officers positions shall be conducted during a Chapter meeting administered by at least one (1) MEA Officer or Director-At-Large or an employee of the Association. Elections shall be conducted in-person or virtual if the option is available. -

Mediator: The MEA Vice President shall mediate disputes regarding the Chapter election.

NEW YORK CITY MANAGERIAL EMPLOYEES ASSOCIATION - ETHICS, CONDUCT AND CONFLICT OF INTEREST PROCEDURE

Revisions Adopted by MEA General Membership [DATE]

The MEA Executive Board shall promulgate an Ethics, Conduct and Conflict of Interest procedure.

This procedure is restricted to MEA Officers, Directors-At-Large, and the Executive Board members actions and inactions as MEA Officers, Directors-At-Large, and the Executive Board. All MEA active (in-service) members are already covered by City rules on financial disclosure and Conflict of interest.

MEA officers and board members have a fiduciary duty to the organization. They are precluded from: (1) any use of MEA monies other than in furtherance of official duties or to attain officially sanctioned MEA objectives; (2) any action as an officer or member at odds with said fiduciary responsibility, such as organizing a withholding of dues; (3) any interest in, by membership or investment, any organization at odds with MEA purposes or objectives.

MEA Officers, Directors-At-Large, and Executive Board members have a fiduciary duty to the organization. They are precluded from: any use of MEA's monies other than in furtherance of official duties or to attain officially sanctioned MEA objectives; dues; any action as a MEA Officers, Directors-At-Large, and Executive Board member contradictory to their fiduciary responsibility, such as organizing a withholding of dues; any interest in, by membership or investment, in any organization in opposition with MEA purposes or objectives

The procedure delineated below is limited to those actions and inactions that do not rise to the level of dereliction of duty. Those more serious charges are covered by the existing Bylaws.

Any member of the Association is permitted to file a complaint alleging the violation of MEA ethics rules with the Executive Board, and said complaint shall be heard by a Special Committee comprised of one (1) current Executive Board member, one (1) former Executive Board member, and one (1) active (in-service) member in good standing with dues current to be appointed by the President at the start of the President's term. No member of the Committee may be a sitting or immediate past President.

The Special Committee shall investigate the allegation(s) contained in the complaint. If the Special Committee determines that there is merit to the complaint, the person or persons charged shall have the right to appear before the Special Committee to discuss the charges. The Special Committee shall also consider any other relevant testimony or documentary evidence before rendering a determination.

The Special Committee's determination on any of the complaint(s) shall be presented to the Executive Board. The Executive Board shall convene a special meeting to evaluate the Special Committee's determination. A sanction for any violation must be approved by a two-thirds majority of the voting members of the Executive Board.