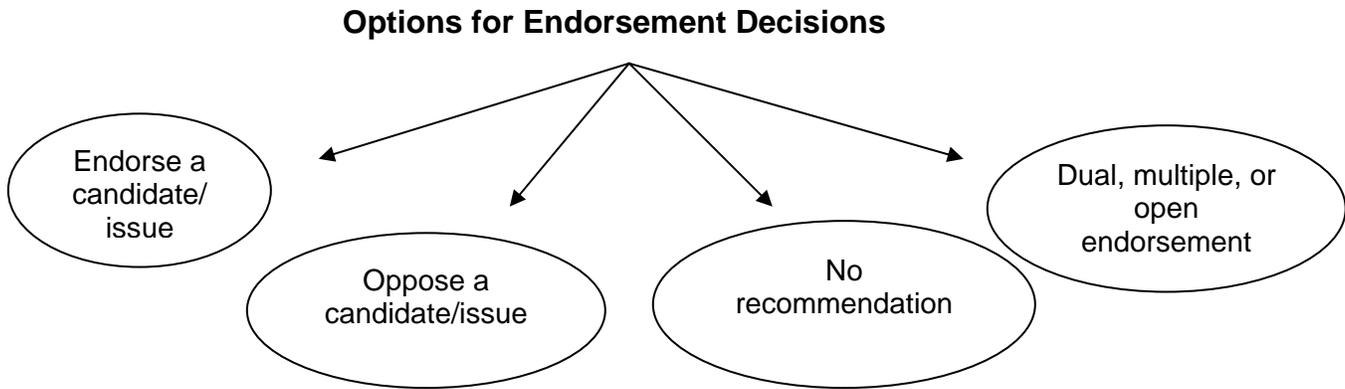


AFSCME COUNCIL 57
RECOMMENDED ENDORSEMENT PROCESS FOR AN INDIVIDUAL LOCAL

Steps for a Local Union “Best Practice” endorsement process:

1. Research races, candidates and measures.
2. Invite other potentially interested locals (in AFSCME 57) to participate in an endorsement process together at least 2 weeks before endorsement interviews are planned. (Required if your local would like to secure matching funds from Council 57 for a candidate contribution or other candidate support.)
3. Get sample questionnaire from Council 57 and adapt as necessary if for a local race.
4. Invite potential candidates to participate in endorsement process and send questionnaire to them with deadline for completion. Let them know that they will not be considered for endorsement if they fail to complete the questionnaire by the stated deadline.
5. Get questionnaires back.
6. Hold a “grading” session with local leadership and staff to evaluate candidate responses on questionnaires and add additional information and history about the candidate from Local/personal experience. Develop questions to be asked at candidate interviews, including follow-up questions for incomplete or ambiguous answers to questionnaire questions.
7. Determine criteria for deciding whether to interview a given candidate or not. Decide which candidates to invite for the interviews based on these criteria.
8. Choose a date for interviews and invite chosen candidates and members of Local.
9. Plan agenda, finalize questions and arrange logistics for interviews including making copies of questionnaires and grading sheets for members to review.

10. Hold interviews. Make sure that members arrive a few minutes before any candidates and present the following options for endorsement:



11. Come to an endorsement recommendation using the following process:

- Hold a general discussion about pros and cons of candidates including their performance in the interview, their responses on the questionnaire and their score on the grading sheet.
- Remind participants of the options for endorsement decision (see #9).
- Remind participants that they are **not making the final endorsement** at that moment. Instead, they **are making a recommendation for endorsement** which will be finalized by their Local Executive Board.
- Decide on recommendation for endorsement by the following decision rule:

Rule for Endorsement Recommendation Decision for an Individual Local

