

UEA ELECTION COMMITTEE

2012 GENERAL ELECTION PROCEDURES

Monday, March 26	Pick up ballots and ballot boxes from UEA Office
Tuesday, March 27	Voting takes place
Wednesday, March 28	Voting continues; return ballot boxes to the UEA Office by 6:00 p.m.
Wednesday, March 28	Counting of ballots

A. ELECTION NOTIFICATION

All MEA/NEA members will be notified by email and/or interschool mail of the date, time, and place of the election and the positions to be filled.

B. PREFACE

1. Balloting will be held at each school and at the UEA office. Ballots will be deposited in a secured ballot box provided by the Association.
2. UEA elections will use a double-envelope system of balloting which requires an eligible voter to:
 - a) mark a ballot;
 - b) place it in a secret ballot envelope;
 - c) place the secret ballot envelope in the signature envelope;
 - d) print and sign name legibly on the signature envelope;
 - e) print building name on the signature envelope;
 - f) deposit all in the ballot box.
3. **THE BALLOT BOX MUST BE ATTENDED AT ALL TIMES BY AN ASSOCIATION REPRESENTATIVE or designee!**

C. ELIGIBLE VOTER

All bargaining unit members may vote at this time.

D. FORMULATION OF THE BALLOTS

1. The order of the candidates' names on the ballot will be determined by random draw of the names running for each office. The draw will be done within one week of the close of nominations by at least two members of the Elections Committee. They will report the order of names for the ballot to the UEA Office.
2. On the ballots, the names will be printed first name, last name.

E. CONDUCTING THE ELECTION

1. Election officials shall be responsible for supervising and conducting the election. Election officials **MUST** be present for each ballot cast. The official should be the Association Representative. A member whose name appears as a candidate on the ballot is not allowed to handle the ballot box—neither supervision of the box in the building nor picking up/delivering the box. A list of the staff members will be provided to the Representative. This list may be used as a check for those who have voted at that site.
2. The ballot will then be cast by the voter by marking the appropriate box(es) with an "X". After marking the ballot, the voter shall fold and place the ballot in the secret ballot envelope, then place that envelope in the signature envelope. The voter's signature, printed name, and building must be added to the front of the signature envelope. Next, deposit the signature envelope in the secured ballot box.
3. These additional items shall be returned to the UEA office:
 - a. unused ballots;
 - b. all unused envelopes.(These items should not be placed in the ballot box.)
4. Polling in each building will close 30 minutes after the end of the school day and polling at the UEA Office will close at 6 p.m.
5. As a courtesy to the members of the Elections Committee, every effort must be made to return ballot boxes to the UEA Office no later than 6:00 p.m. on election day. If the ballot box from any election site has not arrived by 6 p.m.:
 - Appropriate steps shall be taken by the Committee in an effort to locate missing ballot box(es).
 - If a ballot box is not located by noon of the day following the election, it shall not be included in the count. Ballots received after that time may be counted following an appeal by the building to the UEA-RA.
 - The UEA-RA shall be notified of the failure of the building to adhere to the designated arrival time for the ballot box.

F. ABSENTEE BALLOTS

1. Those not able to vote on one of the election days may vote at the UEA office after 8:30 a.m. on Monday, March 26 but prior to 6:00 PM, on Wednesday, March 28, 2012.
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2. Those not able to vote on one of the election days may request an absentee ballot by calling the UEA office. Ballots will be mailed on March 19, 2012 and must be received at the UEA office by 6:00 P.M. on March 28, 2012.

G. VERIFICATION AND TABULATION PROCEDURES

1. Pursuant to powers stated in Article II, Section B 1 of the Bylaws and in an effort to provide disinterested tabulation, the Election Committee will act as the official Counting Committee. This committee shall receive the sealed ballot boxes, empty and tabulate the ballots.

2. Each candidate may have one spectator at the counting arena, the designee must be a UEA member. The candidate wishing to designate a spectator must inform the Elections Committee (through the UEA office) of the name of his/her designated spectator at least 24 hours before the counting begins.

A spectator is present to observe the ballot counting process, not to record ballot totals. He/she must abide by the following procedures:

- a. Must remain seated in designated area away from the table.
 - b. May leave and re-enter the room if necessary.
 - c. May not communicate with the counters.
 - d. May direct any questions about the process only to the Chair and only at a time when the Chair is able to respond (i.e. don't ask in the middle of counting).
3. Signature envelopes will be removed from one box by a committee member and then alphabetized by last names. (Ballots will be counted by building (ballot box) so a report can be made showing the individual ballot box results. This is required by the UEA Bylaws.)
 4. Names on the signature envelopes will be checked against the list of eligible voters supplied by the UEA office. (There will be a list for each building as well as a list for specialists.)
 - a. If the name on the outside of the envelope matches a name on the eligible voter list, that name will be marked on the list, and all such envelopes will be placed together.
 - b. If the signature and the printed name on the outside of the envelope are **illegible** or the name does not appear on the voter eligibility list, all such envelopes will be set aside as challenged ballots. **THESE BALLOTS ARE NOT TO BE COUNTED AND ARE NOT TO BE OPENED.**
 - c. If the signature check reveals two or more envelopes from the same individual, **ALL** envelopes from that individual will be set aside as challenged ballots. If the signature check reveals two or more envelopes from the same individual in different ballot boxes, all envelopes from that individual except the first one which may have already been tabulated will be set aside as challenged ballots. (If it can be determined that the first one was not yet counted, that ballot will also be set aside as a challenged ballot.) **THESE BALLOTS ARE NOT TO BE COUNTED AND ARE NOT TO BE OPENED.**
 5. The Election Committee's determination on validity shall be FINAL.
 6. When all envelopes have been checked against the eligibility list, the procedure may continue. At this time, the outside envelopes of the VALID ballots will be opened, the signature envelopes will be placed in one pile and the UNOPENED secret ballot envelopes in a separate pile.
 7. When all outside envelopes have been separated from the secret ballot envelopes from one ballot box, the procedure may continue. (At this time, the outside (signature) envelopes will be set aside and saved in alphabetical order - secured and kept as individual ballot box lists.)

8. The secret ballot envelopes are now opened; the ballots are placed in one pile and the secret ballot envelopes in a separate pile. The empty secret ballot envelopes may be thrown away or recycled at the end of the count.
9. Now the ballots are counted; tabulation is made on the tally sheets supplied by the UEA office. The Election Committee member who counts the ballot box will sign the tabulation sheet. (Signing the tabulation sheet is a check in case a recount is necessary. A member other than the original committee member would recount each box.)
10. After an Election Committee member has completed one ballot box, the member will proceed to open and tabulate another, using the procedure outline in F 1-8 above.
11. When counting ballots, if a mark is outside the box, if there is an erasure, or if the ballot contains some other discrepancy, the Election Committee must make a judgment as to how or whether to count it. The rule of thumb is to count it if the intent of the voter is apparent and to not count it if the intent is unclear.
12. Ballots including challenged and void ballots, all signature envelopes, and the completed and signed tabulation sheet will be kept in the UEA office until results are ratified by the UEA Representative Assembly or until such time as stated in the Bylaws.
13. Election results will be sent to each building as soon as possible after the tabulation is completed. A building-by-building report will be available for inspection in the UEA office.