

# **TEA Nominations and Elections Standing Rules**

- I. Election Calendar Adoption
  - A. The TEA Nominations and Elections Committee will set up a calendar for the following year. (See Addendum #2).
  - B. The occurrence of all procedures shall conform to the annual TEA Nominations and Elections Calendar adopted by the TEA Association Representatives.
  
- II. Nomination Procedure
  - A. The TEA Nominations and Elections Committee shall notify the membership of the positions available. (See Addendum #1).
  - B. The TEA Nominations and Elections Committee shall notify the membership of the nominations and elections procedures, including opening and closing time of voting, the site where balloting will be conducted and the time and place of ballot tallying.
  - C. Any active member of TEA may self-nominate as a candidate for any TEA office or Representative Assembly delegate position.
  - D. A member of the TEA Nominations and Elections Committee who is a candidate for Executive Council office shall recuse themselves of committee duties according to TEA Procedures.
  
- III. Campaign Procedures and Regulations
  - A. Campaign Information
    - 1. The Nominations and Elections Committee will distribute information electronically to candidates to clarify campaign procedures and guidelines at the end of the self-nomination period. Candidates must reply with a confirmation of receipt before beginning their campaigns.
  - B. TEA Sponsored Campaign Publicity for Officer and Representative Assembly Elections
    - 1. The names and positions of all nominees running for TEA office will be listed on the TEA website (<http://tacoma-ea.org>). A nominee who wishes to have coverage on the website must submit information which may include a photo on the Official Biographical Information Form (See Addendum #5). In the event that a candidate's biographical sketch is determined to exceed the allotted word maximum, only the first of the allotted actual word acronyms will be published. The Committee will meet to review this material before publication. (See Addendum #5).
    - 2. For the NEA/WEA Representative delegate elections, a fifty (50) word maximum biographical sketch may be written by each candidate. In the event that a candidate(s) biographical sketch is determined to exceed the fifty (50) word maximum, only the first fifty (50) will be published. The committee will meet to review the material before publication.
  - C. Announcement of an individual's candidacy on the TEA bulletin board is limited to a single 8.5"x11" printed page, one per building, and sent within the defined

Nominations & Elections calendar. In addition, candidate statements will be posted to the TEA website.

D. Campaign Financial Responsibility

1. Campaigning for TEA offices and NEA/WEA Representative Assembly delegates shall be financed by individual contributions and/or in-kind donations.
2. All candidates must complete the 'TEA Candidate Campaign Expenditures Form (Addendum #4) and attach any receipts of spending and in-kind donations in accordance with the adopted allocations by the Nominations and Elections Committee on or before the designated date as determined by the Nominations and Elections Calendar (Addendum #2). The documentation will be stored with the elections results.

E. Campaign Regulations

1. Campaign information may not be posted until the designated campaign period as determined by the Nominations and Elections calendar.
2. All campaign information shall conform to the rules and/or regulations outlined in this section.
3. So long as it is allowed under the collective bargaining agreement or other school district policy, campaign materials may be distributed by campaign volunteers via school district mailboxes and posted on Association bulletin boards in school buildings.
4. Candidates shall be permitted to distribute campaign information before or after scheduled Association Representative Meetings which include Zone meetings.
5. Candidates may not spend money on campaign materials or accept in-kind donations after the campaign receipt due date.
6. There will be no organized official campaign period for a run-off election.

F. Ballot Information

1. Ballots shall include the names of all properly nominated candidates and a space for a write in candidate for each position
  - a. With the exception of delegates for WEA/NEA RA ballots which will not include a write-in candidate option. In the event that there are fewer delegates than the allotment allowed by the WEA/NEA, no election will be held.
  - b. With the exception of non-officers, candidates will be elected by acclimation if running unopposed
2. Names of candidates shall be listed by a random drawing conducted by the Nominations and Elections committee.
3. Marking your ballot for TEA Officers.
  - a. Click on the box of the candidate or
  - b. Fill in the blank for write-ins
  - c. There is no write-in option for a run-off election.
4. Ballot deadline

- a. Voting deadline as determined by the Nominations and Elections Committee calendar.
5. All elections should follow applicable rules in Addendum #7 6‘Required Local Association Election Rules – 2017’

#### IV. Elections Supervisor

- A. The chairperson of the TEA Nominations and Elections committee shall serve as the election’s supervisor for the ballot election.
- B. The election supervisor or designee shall be responsible for the tallying of ballots and reporting the results of the election.
- C. Only the chairperson of the TEA Nominations and Elections committee and one other member of the TEA Nominations and Elections committee shall have the password to digital election unless the chairperson is running for an office. In that case, two members of the committee shall have the password.
- D. The Process Committee will meet with the designated person(s) prior to each election cycle to discuss responsibilities and procedures.

#### V. Non-Position Voting Procedures

- A. In the event of a paper ballot, ballot will be distributed at sign in

#### VI. Processing Ballots

- A. Process Committee shall consist of the TEA Nominations & Elections Committee and such other persons as needed as determined by the election’s supervisor.
- B. The TEA Nominations & Elections Committee shall be composed of the Elections Committee or designees for the tallying of ballots.
- C. Each candidate shall be notified as to the time of the tallying. Candidate or designee may be represented as an observer at the time of the counting.
- D. All voided ballots shall be reviewed and verified by the Committee chairperson and at least two (2) other Committee members prior to the final tally.
- E. WEA and NEA delegates will be elected by a plurality of the legal votes cast. (Delegate numbers to be elected are governed by WEA membership records as of January 1st)
- F. In the event of a tie vote in the NEA/WEA delegate election, the tie will immediately be decided with a random selection process by the Nominations & Elections Committee.
- G. TEA officers will be elected by a majority (50% + I) of the votes legally cast for said positions.
- H. Following the tally, the chairperson and each Committee member present shall sign a certification of the results of the counts with all totals indicated.

#### VII. Election Results

- A. Upon the tallying of ballots, the election supervisor shall notify the candidates of the unofficial results.
- B. At the TEA Association Representative Assembly meeting following receipt of the election certification, the Nominations & Elections Committee shall announce

the names of the successful candidates and present them for validation by the body.

- C. The TEA shall publish the results of the election after the ratification by the Association Representative Assembly.
- D. The Committee shall seal all materials involved in the processing/tallying of the ballots and other election forms received. These materials shall be retained for one year from the election date or until any challenges are satisfied.

#### VIII. Challenges

- A. Challenges as to procedure or interpretation of rules shall be presented in writing to the chairperson of the TEA Nominations and Elections Committee. Each challenge shall be signed by the candidate alleged to be damaged and hand delivered. Candidate shall then ask for a signed receipt.
- B. The Committee shall render a decision in writing within ten (10) calendar days. If such decision is rejected, an appeal may be filed with the TEA President prior to the announcement of the election results.
- C. The TEA President shall refer appeals from the decision of the Nominations and Elections Committee to the TEA Association Representative Assembly.

#### IX. Appeal Process Procedure

- A. Within ten (10) calendar days following knowledge of the act or condition which is the basis of the appeal or when he/she reasonably should have known, whichever is earlier, the appellant shall present the appeal in writing by registered mail or it may be hand delivered to the Nominations and Elections chairperson, with a receipt given establishing date and time. The chairperson will send acknowledgement of receipt of the challenge to all parties. A hearing before the TEA Nominations and Elections Committee shall take place within ten (10) calendar days after receipt of the appeal. If either challenger or the challenged party believes that any member of the TEA Nominations and Elections Committee should not be involved in the processing of the appeal because of a conflict of interest, he/she may file a written request for disqualification with the chairperson of the Committee indicating the nature of the alleged conflict. The committee shall deal with request for disqualification before dealing with the substance of the challenge. Within six (6) calendar days after the hearing, the TEA Nominations & Elections Committee chairperson shall send all parties of interest the written decisions, including the reason(s) upon which the decision was based.
- B. If the appellant or party of interest is not satisfied with the disposition of the appeal at Step A or if no decision has been rendered within six (6) calendar days after the hearing, the appellant or party of interest may request a hearing before the TEA Association Representative Assembly to review and to rule on the decision or lack thereof of the TEA Nominations and Elections Committee. Such appeal must be sent by registered mail or hand delivered, with a receipt given, to the TEA President within ten (10) calendar days prior, whichever is applicable. The hearing before the TEA Representative Assembly shall be held at the next regularly scheduled meeting. The TEA Representative Assembly shall notify the

appellant and the party/parties of interest of the date, time, and place of the hearing before the TEA Representatives. The decision of the TEA Representative Assembly shall be final and binding. The TEA Representative Assembly shall, within ten (10) calendar days after its hearing, provide written notice of its decision to all interested parties.

- C. Exceptions to Time Limits: The time limits may be mutually amended.
  - D. Cooperation of the TEA and Staff: The TEA and staff will furnish the appellant such reasonable information as is requested for the processing of any appeal.
  - E. Filing: All documents, communications and records dealing with the processing of an appeal shall be filed with the TEA Nominations and Elections Committee files.
  - F. Communication from TEA: All communications from, TEA the TEA Nominations and Elections Committee or staff required pursuant to this procedure shall be sent through certified mail: return receipt requested.
- X. Parliamentary Authority
- A. The most recent edition of Sturgis Standard Code of Parliamentary Procedure shall be the authority on questions not covered by the governing documents of the Association and not covered by these Standing Rules for Nominations and Elections.
- XI. Amendments
- A. Amendments to these Standing Rules for Nominations and Elections may be made by the Association Representative Council at any meeting by a majority vote of those present and voting.

## **Addendum #1**

### Officer Rotation

Even numbered years: President, Vice President, Lincoln Zone Representative, Stadium Zone Representative, OP Representative

Odd numbered years: Secretary, Treasurer, Foss Zone Representative, Mt. Tahoma Zone Representative, Wilson Zone Representative, PT Representative

Association Officers and Zone Representatives shall serve two (2) year terms.

## **Addendum #2**

### Election Calendar

#### NEA/WEA Representative Assemblies Delegate Election

- Nomination Period
- Campaign Period
- Balloting Period
- Balloting Deadline
- Nominee Statement Deadline
- Ballot Tallying

#### TEA Executive Board Election

- Nomination Period
- Official Biographical Form and Photo deadlines
- Campaign guideline meeting for candidate(s) and managers with Nominations and
- Elections Committee
- Campaign Period. Campaign literature to members during this time frame.
- Balloting period and deadline

### **Addendum #3**

#### Article Guidelines

Maximum number of words:

- 200 for President
- 150 for Vice President
- 150 for Secretary
- 150 for Treasurer
- 100 for all other executive board positions

*Maximums may not be exceeded*

The information, which will be public, is your primary vehicle for reaching the certificated and classified staff. Please divide your information in three basic parts:

- Background – Education, District Assignment, Major Responsibilities
- Professional Association – Be specific and list in major groups according to type of experience (TEA, WEA, NEA)
- Personal Statement – Attempt to handle basic issues as they pertain to our professional association and education. Try to give educators a "sense of direction". How would you handle this issue? What is our future? What problems do we need to solve: what do we need to accomplish?

## Tacoma Education Association Campaign Candidate Expenditures Form

Year of Election: \_\_\_\_\_ Candidate Name: \_\_\_\_\_

Candidate Position:  President  Vice President  Treasurer  Secretary

Zone Rep (Note Zone) \_\_\_\_\_  Rep Assembly:  NEA  WEA

Itemized Expenditures (Please attach all physical receipts, or include digital scans of all receipts):

Vendor	Amount	Product Description

Total: \_\_\_\_\_  Campaign had zero expenditures

Itemized In-Kind Donations:

Source	Value	Description

Total: \_\_\_\_\_  Campaign received zero in-kind donations

I, \_\_\_\_\_, hereby certify that the above information is complete and correct. I understand that failure to disclose all expenditures and/or in-kind donations could result in removal of candidate's name from the ballot or invalidation of election results.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Addendum #5  
Official Biographical Form

Name: \_\_\_\_\_

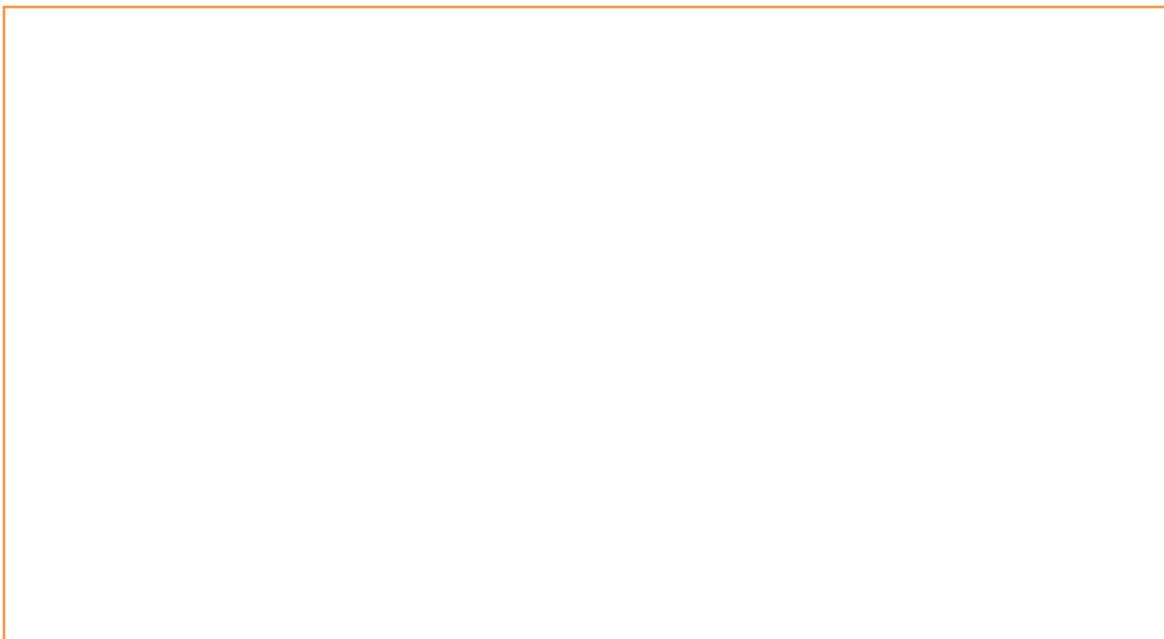
Worksite: \_\_\_\_\_

Open Position: \_\_\_\_\_

Photo:



Biographical Sketch



<b>REQUIRED LOCAL ASSOCIATION ELECTION RULES - 2017</b>
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Most, if not all, of our association elections must comply with the federal law called the Landrum Griffin Act. Any local association election for delegates to the WEA Representative Assembly or NEA Representative Assembly must comply with federal law. This includes local association officer elections where officers of the local association are automatically delegates to either the WEA or NEA RA by virtue of their elected office. It is our recommendation that you hold all association elections in accordance with these rules in order to avoid complaints about election procedures due to inconsistent application of the rules.

Federal law contains specific rules regarding written notice to members, secrecy of ballots, and campaign regulations. The attached rules address all those issues. The rules that MUST be complied with as written are highlighted in yellow. The rules that are not highlighted may be adjusted to meet local bylaws and practices.

It may be necessary for local associations to review their bylaws to determine if amendments need to be made to implement these rules. If a local association already has an election policy/procedure, please review it to determine what changes need to be made to comply with the required provisions of federal law.

Please make an effort to begin implementation of these rules as soon as it is feasible. If you are in the process of holding elections, it is not necessary to start over. However, it would be wise to implement as much of these rules as you can, as soon as you can.

\*\*\*One note about electronic ballots – the US Department of Labor is very particular about insuring secrecy of ballots to be sure it is not possible to track a specific vote to a specific voter. Many on line election services do NOT have adequate security measures in place to withstand a challenge to the secret ballot requirement. There are two companies that do provide adequate security – MyAssociationVotes and Ballot Point. If you choose to use one of these companies, please be sure you tell them that your election must comply with the federal Landrum Griffin Act so that the company understands what system to implement for your election.

If you have any questions about these rules, please contact me at [aiverson@washingtonea.org](mailto:aiverson@washingtonea.org).

**MODEL EDUCATION ASSOCIATION  
NOMINATIONS AND ELECTIONS PROCEDURES  
ELECTRONIC VOTING**

\*\*\*\* Highlighted provisions must be included and implemented as written.

**A. CALENDAR**

The Nominations and Elections Committee will set up a tentative calendar that complies with the Association's Constitution, Bylaws and Standing Rules for adoption by the Association's Executive Board.

**B. NOTICE**

Notice will be mailed to all members in good standing no later than 15 days before the open nominations period. Such notice will be mailed to home addresses and will contain specific information regarding the dates, process, and location for the nominations and the elections proceedings. See Attachment for sample notice.

**C. NOMINATIONS INFORMATION**

1. Nomination of a candidate shall be made by any active member in good standing at the January or February Representative Council meeting. Following the adjournment of the February meeting, the nominations shall be closed. Nominations may also be made at any other such meeting called by the Executive Board for that purpose.

2. The names and positions of all nominees will be listed on the website. A nominee who wishes to have coverage on the website must submit information on the Official Biographical Information Form and/or include a photograph (digital is preferable). In the event that a candidate's biographical sketch is determined to exceed the two hundred (200)-actual-word or acronym maximum, only the first two hundred (200)-actual word or acronyms will be published.

3. A member of the Nominations and Elections Committee shall resign from the Nominations and Elections committee upon that member's official nomination for any position appearing on the ballot. The Association President may assign a replacement for the member.

**D. BALLOTS**

1. Ballots shall include the names of all properly nominated candidates and a space for a write-in candidate for each position.

2. Names of candidates shall appear on the ballot in accordance with the Association standing rules.

3. Only contested positions will appear on the ballot. If the number of positions to be elected for NEA or WEA Representative Assembly delegates is equal to or less than the number of positions to be elected, an election is not necessary.

**E. ELECTRONIC VOTING**

1. The election shall be held through an electronic balloting procedure.

2. Each member will receive individual election credentials to access the voting system.

3. Members shall be given an option to vote through an alternative process established and run by the electronic voting company.

#### **F. ELECTION COMMITTEE**

1. The chairperson of Nominations and Elections shall serve as the Election Supervisor for the ballot election.
2. The Election Supervisor or designee shall be responsible for tabulating the vote and reporting the results of the election.

#### **G. TABULATING THE VOTE**

1. Votes shall be received from the electronic voting company by the Election Supervisor, and such other persons as needed and determined by the Election Supervisor.
2. Each candidate shall be notified of the time of the receipt of the vote. Candidates or designees may be present as observers at the time of the receipt.
3. Following the tabulation, the Election Supervisor and each Nominations and Elections member present shall sign a certification of the results of the count with all totals indicated.

#### **H. VOTES REQUIRED TO BE ELECTED**

1. To be elected to an Association officer or other Association position, a candidate shall receive a majority of the votes cast for that position. A majority of votes cast is not required to be elected as a delegate to the WEA or NEA Representative Assembly.
2. To be elected as an NEA state delegate or NEA successor delegate, a write-in candidate must receive at least five percent (5%) of the valid votes cast.

#### **I. ELECTION RESULTS**

In the presence of any observers, Nomination and Elections shall seal all materials received from the election company and any documents involved in the voting process. These materials shall be retained for one (1) year from the election date and then shall be destroyed.

#### **J. CHALLENGES**

Challenges as to procedure or interpretation of rules shall be presented in writing to the Nominations and Elections Committee who shall render a decision in writing. Any challenges must be filed in writing no later than 10 calendar days after the election is completed. If such a challenge is rejected by the Nominations and Elections Committee, an appeal may be filed with the Association Executive Board, whose decision shall be final.

#### **K. NOTIFICATION**

1. Upon the tabulation of votes, the Election Supervisor shall notify the candidates of the results.
2. At the Executive Board meeting following receipt of the election certification, the Election Committee shall provide and report and shall announce the names of the successful candidates. Results will be provided to members by email following this meeting.

#### **L. CAMPAIGN REGULATIONS**

1. No Association resources may be used to produce or distribute campaign materials. Candidates may request that the Association mail campaign materials out to members, but the candidate must pay for the entire cost of doing so.

2. So long as it is allowed under the collective bargaining agreement or other school district policy, campaign materials may be distributed by campaign volunteers via school district mailboxes and posted on Association bulletin boards in school buildings.

3. Campaign materials may not be distributed by Association building representatives free of cost.

4. Candidates will be allowed to view membership lists by contacting the Association office. Membership lists may not be copied. Mailing labels will be provided at cost when requested.

5. If one candidate is allowed to speak at an Association meeting, all candidates must be invited to do so. If one candidate is allowed to have materials printed in an Association publication, all candidates must be provided the same opportunity.

## Model Association Election Procedures – Electronic Ballots

November 2017

- I. Members will receive written notification of the nominations and elections timeline, mailed to their home addresses.
- II. Agency Fee Payers **may not** vote. However, membership forms will be available and any Agency Fee Payer may sign a membership enrollment form prior to the opening of the election period. The Association will work with the election company to provide election credentials to such individuals.
- III. Any questions regarding eligibility to vote shall be raised with the nominations and elections committee. If determined to be eligible to vote, the Association will work with the election company to provide election credentials to such individuals.
- IV. Other Rules:
  - a. Nominations and Elections committee members shall NOT solicit nor accept phone votes.
  - b. The Association will work with the election company to provide an alternative means of voting for those who do not have access to electronic voting.
  - c. If any questions or complications arise, please call xxx.

# MODEL EDUCATION ASSOCIATION NOMINATIONS AND ELECTIONS PROCEDURES PAPER BALLOTS

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## A. CALENDAR

The Nominations and Elections Committee will set up a tentative calendar that complies with the Association's Constitution, Bylaws and Standing Rules for adoption by the Association's Executive Board.

## B. NOTICE

Notice will be mailed to all members in good standing no later than 15 days before the open nominations period. Such notice will be mailed to home addresses and will contain specific information regarding the dates, process, and location for the nominations and the elections proceedings. See Attachment for sample notice.

## C. NOMINATIONS INFORMATION

1. Nomination of a candidate shall be made by any active member in good standing at the January or February Representative Council meeting. Following the adjournment of the February meeting, the nominations shall be closed. Nominations may also be made at any other such meeting called by the Executive Board for that purpose.
2. The names and positions of all nominees will be listed on the website. A nominee who wishes to have coverage on the website must submit information on the Official Biographical Information Form and/or include a photograph (digital is preferable). In the event that a candidate's biographical sketch is determined to exceed the two hundred (200)-actual-word or acronym maximum, only the first two hundred (200)-actual word or acronyms will be published.
3. A member of the Nominations and Elections Committee shall resign from the Nominations and Elections committee upon that member's official nomination for any position appearing on the ballot. The Association President may assign a replacement for the member.

## D. BALLOTS

1. Ballots shall include the names of all properly nominated candidates and a space for a write-in candidate for each position.
2. Names of candidates shall appear on the ballot in accordance with the Association standing rules.
3. Only contested positions will appear on the ballot. If the number of positions to be elected for NEA or WEA Representative Assembly delegates is equal to or less than the number of positions to be elected, an election is not necessary.

## E. DISTRIBUTION AND COLLECTION OF BALLOTS

1. Ballots shall be distributed using a pre-printed signature roster system, the "Voter's Registration" sheet, to ensure only eligible voters have voted and to certify the number of votes cast. Ballots shall be distributed in such a manner as to ensure all eligible members are provided a reasonable opportunity to vote, that the secrecy of the ballots is ensured, and that a record of those voting is maintained.
2. A packet will be sent to each Building Representative or other designated member, which will include the "Directions" sheet, the "Voter's Registration" sheet and the ballots.
2. The Building Representative, or his/her designee, shall be responsible for distribution and collection of ballots and for delivery of all ballots to the Association office by the designated timeline.

2. Ballots shall be returned to the Association office. Only ballots contained in the unbroken, sealed envelope/ballot box provided by the Association, accompanied by the "Voter's Registration" sheet, will be accepted and counted.

#### **F. ELECTION COMMITTEE**

1. The chairperson of Nominations and Elections shall serve as the Election Supervisor for the ballot election.
2. The Election Supervisor or designee shall be responsible for tabulating the vote and reporting the results of the election.

#### **G. TABULATING THE VOTE**

1. Votes shall be processed by the Election Supervisor, and such other persons as needed and determined by the Election Supervisor.
2. Each candidate shall be notified of the time of tabulation of the vote. Candidates or designees may be present as observers at the time of the tabulation.
3. Following the tabulation, the Election Supervisor and each Nominations and Elections member present shall sign a certification of the results of the count with all totals indicated.

#### **H. VOTES REQUIRED TO BE ELECTED**

1. To be elected to an Association officer or other Association position, a candidate shall receive a majority of the votes cast for that position. A majority of votes cast is not required to be elected as a delegate to the WEA or NEA Representative Assembly.
2. To be elected as an NEA state delegate or NEA successor delegate, a write-in candidate must receive at least five percent (5%) of the valid votes cast.

#### **I. ELECTION RESULTS**

In the presence of any observers, Nomination and Elections shall seal all materials involved in the tabulation of votes and other election forms received. These materials shall be retained for one (1) year from the election date and then shall be destroyed.

#### **J. CHALLENGES**

Challenges as to procedure or interpretation of rules shall be presented in writing to the Nominations and Elections Committee who shall render a decision in writing. Any challenges must be filed in writing no later than 10 calendar days after the election is completed. If such a challenge is rejected by the Nominations and Elections Committee, an appeal may be filed with the Association Executive Board, whose decision shall be final.

#### **K. NOTIFICATION**

1. Upon the tabulation of votes, the Election Supervisor shall notify the candidates of the results.
2. At the Executive Board meeting following receipt of the election certification, the Election Committee shall provide and report and shall announce the names of the successful candidates. Results will be provided to members by email following this meeting.



## **L. CAMPAIGN REGULATIONS**

1. No Association resources may be used to produce or distribute campaign materials. Candidates may request that the Association mail campaign materials out to members, but the candidate must pay for the entire cost of doing so.
2. So long as it is allowed under the collective bargaining agreement or other school district policy, campaign materials may be distributed by campaign volunteers via school district mailboxes and posted on Association bulletin boards in school buildings.
3. Campaign materials may not be distributed by Association building representatives free of cost.
4. Candidates will be allowed to view membership lists by contacting the Association office. Membership lists may not be copied. Mailing labels will be provided at cost when requested.
5. If one candidate is allowed to speak at an Association meeting, all candidates must be invited to do so. If one candidate is allowed to have materials printed in an Association publication, all candidates must be provided the same opportunity.

## Model Association Election Procedures – Paper Ballots

November 2017

- V. Building Representatives or election designees will receive the following materials through:
  - a. A specified number of ballots
  - b. A voter registration sheet/membership list for the building.
  - c. A copy of these Procedures.
  
- VI. Building Representatives or designees shall assume total responsibility for following these procedures, and shall be known as election officers.
  
- VII. Agency Fee Payers **may not** vote. However, membership forms will be available and any Agency Fee Payer may sign a membership enrollment form and vote in the election. Those membership forms must be submitted with the ballots and the individual must sign the voter registration sheet when returning a ballot.
  
- VIII. The membership lists enclosed are not official. Any member in your building who is not listed on your voter registration sheet may vote at your building. You must call the UniServ office to verify membership prior to releasing a ballot. The member must write and sign their name on the voter registration sheet.
  
- IX. All members have the right to read the election procedures. The procedures are:

### OPTION A:

- a. The election officers will establish a polling place in their building and will announce to members in the building the times when it will be open. The polling place must be manned by an election officer during all times voting is occurring. Candidates may NOT be election officers.
- b. Members do not have to sign out a ballot. Members only have to sign for their marked ballot at the time it is returned.**
- c. The ballot is then placed in the official collection envelope or ballot box.
- d. All Building Representatives or designees must return the election materials by the end of business by xx date. The following must be included in the official envelope:
  - i. All voter registration sheets.
  - ii. All marked ballots.
  - iii. All unmarked ballots.
  - iv. The number of marked ballots must be equal to the number of ballots signed-in or all votes from the work site will be invalid and will not be counted.

**OPTION B:**

1. The election officers will establish a polling place in their building and will announce to members in the building the times when it will be open. The polling place must be manned by an election officer during all times voting is occurring. Candidates may NOT be election officers.
2. **Members MUST sign out a ballot. Members do NOT have to sign in the ballot when it is returned.**
3. The ballot is then placed in the official collection envelope or ballot box.
4. All Building Representatives or designees must return the election materials by the end of business by xx date. The following must be included in the official envelope:
  - i. All voter registration sheets.
  - ii. All marked ballots.
  - iii. All unmarked ballots.
  - iv. The number of marked ballots must be **equal to or less than** the number of ballots signed out or all votes from the work site will be invalid and will not be counted.

X. Other Rules:

- a. Ballots or Election Materials shall NOT be left unattended.
- b. Ballots shall NOT be distributed through school mailboxes.
- c. Election officers shall NOT solicit nor accept phone votes.
- d. Election officers shall sign across the scotch-taped seal of the official collection envelope before returning. Any envelopes received that are NOT sealed and signed will not be counted.
- e. Election officers shall NOT tally the votes from their building.
- f. If any questions or complications arise, please call xxx.