

OCSEA 2012 Chapter Contract Voting Instructions

These are your official instructions for conducting your chapter's contract voting. Please read them carefully and consult with your staff representative if you have any questions.

Enclosed in this mailing are:

1. A copy of the Schedule of Housekeeping Changes
2. Enough Green Ratification Ballots for ALL members (plus a few more)
3. Two rosters of your members. Please have individuals sign both rosters by their name, at the time they vote. One copy of the completed list must be returned to Central Office. The other copy is for your chapter records.
4. A sign in sheet for Challenge Voters to sign.
5. Some Small and Large Plain Envelopes for challenged ballot voters.
6. Membership Applications.
7. A Tally Sheet.
8. These Instructions.

How to Conduct the Voting

We recommend that each chapter establish a contract voting committee. This committee would be responsible for 1) making a ballot box, 2) signing people in, 3) handing out ballots and 4) counting the ballots. Please ensure that the Schedule of Housekeeping Changes is available at each voting meeting in case anyone wishes to review it.

Members will receive a ballot and must sign the chapter roster to show that they received it. Voters should mark one box, indicating they accept or reject the tentative agreement. They should then place their ballot in the ballot box. Contract Voting could start as soon as you receive your ballots.

Can Non-members Vote?

Only members can vote on the tentative agreement. However, employees who are not members can complete a membership application at the meeting, and be permitted to vote. They do not have to vote a challenged ballot. Please ensure that the card is completed in its entirety, and both the "Authorization for Payroll Deduction" and the "Membership Application" sections are signed. On the chapter roster, under the non-member's name, place an "M" next to the name to indicate those non-members who have completed an application. The new member may then sign the Roster and vote.

Please Note: On the chapter roster you will find the membership status as either "Member" or "Fair share". "Member" can vote and "Fair Share" can only vote if they sign a membership application.

Can Retired or Life Members Vote?

No, retired and life members can hold certain chapter offices, but can not vote on the new contract.

Challenged Ballot Voting

A challenged Ballot should be used in the following circumstances:

- A. Someone not on your chapter list believes he or she should be on your list
- B. Someone from another chapter requests to vote at your chapter for convenience
- C. The person is not on your list and has no idea which chapter they belong to.

The process is as follows:

1. The member will be asked to fill out and sign the Challenged Ballot Sign-In Sheet.
2. Give them a ballot, a small envelope, and a large envelope.
3. The voter will mark the ballot and place it in the smaller envelope and seal it. **No marks should be made on this envelope.**
4. The small envelope should then be placed in the larger envelope and sealed. The following information should then be printed on the outside of the large envelope: voter's name, last 4 digits of their social security number, chapter name and number (if known). The voter should then sign across the sealed part of the large envelope.
5. Place the sealed envelope in the ballot box.

NOTE: If someone in your chapter is present and can positively state that an individual should be in your chapter, i.e. new employee; their name may be added to the membership roster as long as they are willing to sign another membership card. If they will not sign a card, they should be treated as challenged ballots.

Members who are mistakenly listed as fairshare should **NOT** automatically vote a challenged ballot. Politely request that they sign a new card in order to vote. Only if they decline should the challenged ballot procedure be used.

Challenged ballots cannot, and should not, be counted at the chapter level as there is no way for the chapter to verify their status.

The challenged ballots will only be counted if they are determinative in the outcome of the balloting (If this becomes necessary, a committee of members will open and count the challenged ballots). Once Central Office has determined the person is a member and did not vote more than once, the two envelopes will be separated from each other. Then all the unmarked small envelopes will be mixed together thus, when they are opened, the secrecy of the voter's identification will be maintained.

Counting the Ballots

After the polls have been closed, the contract voting committee should announce that the voting is over. The committee should then begin to count the ballots. Ballots that were not marked in accordance with the ballot instructions, but the intention of the voter is clear, should be counted. However, if the intention of the voter is not clear the ballot should be listed as a void ballot.

Reporting the Results of Your Chapter's Vote

Immediately after the chapter has tallied its ballots, the Chapter President, or another chapter officer must fax or e-mail the results of their chapter's voting to Sheryl Bartolone or Tracy Tackett ***immediately***. **All results must be reported to OCSEA by Noon on Thursday, December 15, 2011.**

Tracy Tackett Fax: (614) 865-4028 or ttackett@ocsea.org

Sheryl Bartolone Fax: (614) 865-2670 or sbartolone@ocsea.org

The results must include the number of ballots cast to accept or reject, and the number of challenged ballots (if any) and voided ballots. Faxing or scanning the completed chapter's tally sheet is the best way to accomplish this.

We would also like each chapter to tell us how many new members were signed up during the contract voting process. A special mention will be made of the chapters who had the highest percentages of membership increase in the next *Public Employee Quarterly*.

Mail the Following Back to Sheryl Bartolone, OCSEA, 390 Worthington Road, Suite A, Westerville, OH 43082-8331 - ASAP!

- All Marked Ballots
- Left Over Ballots
- Chapter Roster Containing Signatures of Voters (one copy)
- **Unopened** Challenged Ballots
- Challenged Ballot Sign-In Sheets
- Tally Sheet
- New Membership Applications

This should be done ***immediately*** after the votes are tallied because if the challenged ballots are determinative in the outcome of the election, we will need to verify their validity immediately and count those that are valid.

Have Questions Regarding the Contract voting Process?

You can contact your staff representative or Sheryl Bartolone by calling OCSEA at 1-800-969-4702 or (614) 865-4700.