

STEWARDS RESPONSIBILITIES IN REGARDS TO ELECTIONS

This is the election procedure.

Stewards will initiate the process by canvassing for nominations and finalize it by giving everyone the opportunity to vote.

The Election Committee will count the returned ballots, record the results and announce the outcome.

NOMINATION PROCESS

Step 1

The Elections Committee sends out nomination forms to the Stewards for any open positions.

Step 2

Stewards pass around these forms or inform their group that these forms are available and that the members have the right to nominate. Nominators and nominees names and work addresses with contact numbers must be on the form.

The nominee fills in the applicable information in the experience section.

**This form will be passed to voters during the balloting process.

**NO campaigning is allowed on the form. (Just the nominees qualifications and experience.

Step 3

The Steward faxes or mails all complete nomination forms to the Local 2-s office.

**Once nominations close, the Election Committee contacts the nominees to ensure that they are running.

VOTING PROCESS

Step 1

The Election Committee makes up the sign up forms, instructions, and ballots. This package, along with a copy of the nomination forms, is sent to all the affected Stewards who then conduct the voting.

Step 2

Stewards conduct voting in their areas by handing out ballots for members to vote.

**Stewards are to ensure that each voter signs the sign up form when they receive a ballot.

Step 3

Stewards collect complete ballots from members.

**Stewards also ensure that the number of ballots used equals the number signatures on the sign up sheet.

** In some cases you may have fewer returned ballots than handed out, as some members may choose NOT to vote.

HOWEVER

** If more marked ballots than signatures are returned, the entire return must be disqualified.

Step 4

Stewards must sign and date the sign up form.

Step 5

Stewards return the complete ballots to the local office.

**Stewards are responsible for sending returns back to the local office by the indicated date.

** Late returns cannot be counted.

THE RESULTS

Step 1

The Election Committee counts the ballots.

Step 2

The Election Committee records and reports results.

OF NOTE

In virtually all instances, a simple majority wins. The only exceptions are votes for tabled officers (President, Vice President, Secretary and Treasurer). In these cases 50% plus 1 is the minimum to win. If more than two are running, the nominee with the least votes is dropped and another ballot is sent.

If a Steward is away he/she must designate a backup for instances such as nominations and voting.

Please feel free to email if you have questions or suggestions. .

We'd like to thank you for your help and look forward to it in the future.

One further note, our executive elections for 2009-2010 will be starting around the end of July. Please keep that in mind for nominations and for backups if you're away on vacation.

Yours Sincerely, your election committee

Terry Haney

Don King