



Non-Health Related Professionals (Company 300) Addendum to the 2014-2017 Professionals Contract

RATIFICATION PROCEDURES

June 16 & 17, 2015

VOTING PROCEDURE

At a sign-in table at the announced Ratification Meetings, members of the bargaining unit will be asked to show photo ID and then will be instructed to sign their name next to their printed name on the sign-in sheet. If their name is not on the sign-in sheet, they will complete the challenged ballot procedure below. After signing in, the voter will receive a ballot. The voter will be allowed to vote privately anywhere in the room. Voters will not be allowed to leave the room with a ballot. After a voter has marked his/her ballot, the voter will place the ballot in the Ballot Box.

BALLOT SECURITY

Unused ballots will be kept securely in an envelope at the sign in table and removed individually from the envelope only when being issued to a voter. The poll workers will ensure that all ballots and sign-in sheets are secure and that no one is able to obtain a ballot without signing in.

MEETING

During the announced times, meetings will be conducted during which all bargaining unit members will be allowed to participate in questions and answers and voting.

REVIEW OF TENTATIVE AGREEMENTS

The tentative agreements will be available for review at the meetings. They are also available for review at www.seiu1991.org.

CHALLENGED BALLOT PROCEDURE

If a person's name does not appear on the sign-in sheet, he/she will be asked to complete a challenged ballot. He/she will print his/her full name and unit and signature on a blank line on the sign-in sheet. The voter will be issued a ballot, a secret ballot envelope and an envelope marked "Challenged Ballot." The voter will mark his/her ballot, place the ballot in the secret ballot envelope and seal it, and then place that envelope in the "Challenged Ballot" envelope and seal it. Over the seal of the Challenged Ballot envelope the voter will print his/her full name and unit and signature. The voter will place the envelope in the Ballot Box.

BALLOT COUNTING

Ratification ballots will be counted at the conclusion of each voting session at each polling site. Bargaining unit members are welcome to observe the counting process.

BALLOT BOX SECURITY

After the ballots have been counted, the sign-in sheet will be placed in the Ballot Box/Envelope and the Box/Envelope will be sealed with tape. The Poll Worker and any witnesses will sign their names over the tape. The Ballot Box/Envelope will be delivered to the Union office for storage in a locked area.