

Ballot Count Instructions

Five (5) members were appointed to form a County Contract Election Committee (CCEC).

CCEC:

- Shall decide on any disputes that may arise during the ballot count.
- CCEC members may also be counters and will be prepared to be called on for decisions.

Bargaining Team (BT) members shall be the designated members to tally the ballot votes.

- Two (or a minimum of one) BT Representatives for each of the six (6) bargaining units (BU) will be designated to sort the ballots and tally the votes.
- A Tally sheet for each BU will be completed by the BT representatives.
- If a BT representative is not present for any given unit, a member from the BT will be assigned to that unit.

Sorting the Ballots:

- BT members will open all boxes and remove ballots and envelopes.
- Separate ballots by color and BU. (6)

Provisional ballots (manila) should be separated from the BU counts.

- Separate those envelopes containing a membership card from any envelopes that don't contain a card.

Provisional ballots with membership cards:

- Place unopened provisional ballot envelopes in designated box.
- All provisional ballots go to Dan Marks to verify membership and identify bargaining unit (BU).
- Dan will remove membership card and write the correct BU on outside of envelope.
- CCEC member will verify BU and observe.

- CCEC member will distribute ballots to appropriate BU.
- Counters will remove ballots from envelopes (**do not unfold**) and place ballots in designated box.
- Ballots will be shuffled and mixed up in box prior to counting.
- Please place all provisional ballot envelopes together and secure with a rubber band.

Vote Count:

- Each BU's ballots should be divided into "yes" or "no" piles.
- Any ballots that are difficult to read or have writing on them should go to the CCEC for decision.
- Once the ballots are divided, the BT reps should count the ballots in each category; double check count by trading categories and recounting. Categories = (yes or no).
- Complete the tally sheet with the counts.
- Place an elastic band around the ballots.
- Tally sheet and ballots together shall be given to Kathy Griffiee.

Kathy will record the results on the board by BU and secure the ballots and tally sheets.