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"Working Together for our Kids"

TAWLS ELECTION PROCEDURES

Dear Building Representative/Elections Committee Member:

With education come great responsibility.... So don't shoot the messenger ☺ I am learning as I go along with this process, too. If you have questions, concerns, or comments, please let me know. I consider this a working document because situations will arise that are not sufficiently addressed in here.

I recently went to an Elections Training and I discovered that our election process has been lax. We all trust one another and that is a good thing! If someone were to contest or protest the votes, and to make the votes count for all TAWLS members, we have to be stricter in the voting process. If the protocols are not followed, the votes for your location could cause a discrepancy and not counted as part of the election.

Also, I have found that some Building Representatives are new to their position and there isn't a protocol that they know how to follow. Last election, some people e-mailed me and some people didn't. One building set me a list that was signed/initialed by the voting members.

Gen Mayo

TAWLS Elections Committee Chair

REMINDERS:

Here are the steps that we need to follow during our election:

- Members must be afforded a reasonable opportunity to vote.
- It must be a Secret Ballot
- Voting should be done in a secret manner.
- On-site elections are preferred

For example, the ballot box could be left in a BR's room and the TAWLS members will have to go there to vote. The BR does not have to go to find members to vote.

After the ballot is marked, the ballot should be deposited by the voter directly into a ballot box or other container where it is mixed with other ballots and the voter's right to secrecy is preserved. **THE BALLOT CANNOT BE HANDED TO ANOTHER PERSON FOR LATER DELIVERY.**

MEMBER VOTING PROCEDURES:

- Proxy voting is not permitted. Every member has only one vote and **no** member can authorize another member to cast his/her ballot.

- Members should identify themselves and **sign or initial** for his/her ballot on a **list** provided by the BR.
- If a TAWLs employee is half day, and arrives to work in the second half of the day, they must be allowed an opportunity to vote.
- Since we have more than one voting location, great care must be taken to preserve the integrity of the election.
- Each member should know where they are voting if they work in multiple buildings. For example, if a teacher works at the high school and CTC, that teacher **cannot** vote in both places. Hence the signature/initial list is necessary.

ROLE OF THE BUILDING REPRESENTATIVE AND/OR ELECTIONS COMMITTEE:

- Set up **specific hours** for voting. Consider following the teacher work hours in the contract.
- Hours must be of sufficient time to allow **ALL** members a reasonable opportunity to vote.
- Voting can take place in a **specific place** in each building that is **decided** upon the Building Representative (BR).
- Each voting location must, **at all times**, be attended by the election committee member or other member designated by the election committee. In our case, the Building Representatives (BR).
- The attending election committee member or designee (the BR) **must** keep a **written list** of which members have voted. A list of members for that location that can be **signed or initialed** after each member votes.
- Each voting location should have a ballot box prepared by the election committee. Please contact Jen Mayo if your location does not have one. **BALLOT BOXES SHOULD NEVER BE UNATTENDED.** They have to be with a TAWLS member at all times. For example, the ballot box cannot be left with a school secretary in the office, in the library, or in the lounge.

At the conclusion of voting, ballots should be immediately counted. Results should be **e-mailed** to Jen Mayo as soon as possible. **All paper ballots**, used and unused, along with the **signed or initialed list** of voting members, has to be put in **the pony at the end of the voting day** addressed to Jen Mayo.