



Directions for Conducting Strike Authorization Vote September 24, 25 and 26, 2019

Materials:

A Notice of Strike Authorization Vote sign to post as soon as possible in advance of the vote was provided to delegates both in the September 4, 2019, House of Delegates packets and via email the week of September 16. Posting this notice as soon as possible will help clinicians and other citywide members determine where they will vote. In the email sent the week of September 16th, delegates will also be asked to select whether they will drop-off their voting materials at the Chicago Teachers Union office once voting is completed in their school or whether they will need courier pick-up.

The materials listed below will be delivered by courier to schools on Monday, September 23, 2019.

Please check to make sure you have the following materials included in your packet. If you are missing something, please contact the CTU's Membership Department immediately at membership@ctulocal1.org.

1. Ballots
2. 3 Ballot Box Envelopes (One for each day of voting. Larger schools have been given an additional Ballot Box Envelope to be used if needed.)
3. 3 Ballot Box Envelope Seals
4. Flyer for each member
5. Supplemental Vote Envelopes
6. Secret Ballot Envelopes
7. Sample postcard "Citywide Voting Ticket" (Individual Citywide Voting Tickets will be mailed to individual citywide members' home addresses.)
 - a. "SECRET BALLOT" envelopes (Supplemental voters shall place their completed ballots into SECRET BALLOT envelopes to ensure privacy when votes are counted.)
 - b. Outer envelopes (Supplemental voters must complete the information on the outside of the envelope so that the Financial Office can check the eligibility of a voter and track who has voted and when. Once membership is verified, outer envelopes will be removed and the SECRET BALLOT envelopes will be comingled to ensure voter privacy.)
 - c. Supplemental Vote Envelopes shall be placed into the Ballot Box Envelopes along with the other ballots.
8. Master Membership List (Indicates names and functional groups of all members and non-members within a school unit. This doesn't need to be returned to CTU—it is for reference only and/or to update member information.)
9. Member Signature Sheet (Members shall sign the signature sheet on the day they vote. Supplemental voters shall write in their names and functional groups and then sign their names.)
10. VOTE YES sticker (Please give one to each member after they complete voting.)
11. Affidavit (To be used to indicate a change in membership status, voters whose names appear on the Master Membership list that do not work at a particular school unit. E.G. If a delegate knows a member

on their list is deceased, retired, or no longer at the school, the delegate should complete an affidavit for that member.)

Voting Procedures:

These directions and the online sign-up form to indicate courier pick up or delegate return of completed vote materials to CTU were sent via email to delegates. They can also be found on the MemberLink Portal on the CTU web site (ctulocal1.org).

Voting begins on Tuesday, September 24, 2019, and will continue (as needed) in the schools for three school days through Thursday, September 26, 2019, but PLEASE MAKE EVERY EFFORT TO COMPLETE 100% OF THE VOTE ON THE FIRST DAY.

1. Votes shall be conducted by the local school union delegate. In schools where there is no elected delegate, a union member may volunteer to conduct the vote and should indicate their ability to do so to the CTU Membership Department at membership@ctulocal1.org on or by Friday, September 20, 2019.
2. The delegate or member conducting the vote should post Notice of Strike Authorization Vote signs as soon as possible after they are received (at September 4 House of Delegates meeting or via delegate email). Delegates should make principals aware of the voting schedule before the week of the vote.
3. Votes shall take place before the official workday begins, after the official workday ends, and/or during the duty free lunch period.
4. All voters shall sign the Member Signature Sheet in order to receive a ballot, including Citywide and Supplemental voters.
5. Voters shall place their ballots directly into the Ballot Box Envelope.
6. Delegates shall not examine, count, or sort ballots.
7. At the conclusion of voting on the first day, make sure that all completed ballots, including sealed supplemental ballot envelopes, Citywide Voter Tickets, any new membership cards received (as applicable), and Affidavits (as applicable) are placed in the Ballot Box Envelope. Seal the Ballot Box Envelope with the provided seal. **DO NOT PLACE THE MEMBER SIGNATURE SHEET IN THE BALLOT BOX ENVELOPE** if voting must continue the next day.
8. If voting needs to continue on day two, use another Ballot Box Envelope.
9. When all voting has been completed, place the Member Signature Sheet, completed ballots, sealed supplemental ballot envelopes, Citywide Voter Tickets, completed membership application cards and Affidavits in the Ballot Box Envelope and secure the envelope with the provided seal. Place all of the Ballot Box Envelopes and unused voting materials in the Brown Jumbo Envelope and seal it.
 - a. Check the All Voting Completed box on the Brown Jumbo Envelope. This will remove your school from the courier's pickup route for the following days of voting.
 - b. If you receive additional supplemental votes after you have made this indication, please call the Norma Albor at (312) 329-6215 to arrange pickup/drop-off of ballots.
10. Leave sealed Brown Jumbo Envelope with your School Clerk (or whomever typically handles ballot boxes) for pickup.
 - c. Pickups will begin in the schools on Wednesday, September 25, 2019, at 10:00 a.m. and continue until 4:00 p.m. Pickups will resume on Thursday, September 26, 2019, at 10:00 a.m. and continue until 4:00 p.m.
11. Delegates should expect a call from their District Organizer (DO) on at least one evening of the 3-day vote (or delegates should reach out to their DO) to report the completion of the vote at their school.

To find out who your DO is email the Organizing Department at organizing@ctulocal1.org. The DO is the person that personally signs-in delegates at the monthly House of Delegates Meeting.

IMPORTANT:

12. People listed as NM (Non Member) shall NOT vote unless they submit a completed CTU membership application.
12. People listed as SB (Strike Breaker) CANNOT vote under any circumstances.

Supplemental Voters and Citywide Voters with Voting Tickets:

1. Any CTU member who is a Chicago Public Schools employee can vote at any CTU polling location. Citywide members without a voting ticket, members on leave, members voting outside of their assigned school, new members submitting applications, and others that do not appear on your Master Membership List may vote supplemental. To receive a ballot, supplemental voters must show one of the following items
 - a. CTU Membership Card
 - b. Proof of CTU Dues Deduction
 - c. A new Membership Application
2. Supplemental voters print and sign their names on the supplemental section of the Member Signature Sheet.
3. Supplemental voters place their ballots in the Secret Ballot envelopes, place it inside the larger Supplemental Envelopes and completely fill out the Supplemental Envelope.
4. Ballots sealed in Supplemental Envelopes shall be placed in the Ballot Box Envelope along with the other ballots.
5. Citywide members with a Voting Ticket do **NOT** need to provide a CTU Membership Card, proof of CTU dues deduction or a new membership application card.
6. Citywide members with a Voting Ticket do **NOT** need to use secret ballot envelopes or supplemental envelopes.
7. Citywide members turn in their Voting Ticket, print and sign their names on the supplemental section of the Member Signature Sheet and place their completed ballots directly in the Ballot Box Envelope.

Affidavits:

1. Affidavits must be filled out for all members who appear on your Master Membership list erroneously. These could include members that have transferred to another school, no longer work for CPS, are on leave, or are deceased.
2. Please record "Affidavit" next to the names of appropriate members on the signature sheet.
3. Place completed affidavits in Ballot Box Envelopes.

If a school administrator bars the delegate from conducting the vote in the school, the delegate shall conduct the vote on public property outside the school and notify Financial Secretary Maria Moreno at (312) 329-6214 of the occurrence immediately.

In addition to voting at schools, members may cast their vote at the Chicago Teachers Union, 1901 W. Carroll Ave., Chicago, IL 60612, from 7:00 a.m. to 6:00 p.m. on Tuesday, September 24, Wednesday, September 25 and Thursday, September 26, 2019.

If you have any questions/concerns/problems with the vote, please contact Norma Albor at (312) 329-6215 or email membership@ctulocal1.org.

MTM/JJ
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