

# Election Quick Guide #1

To-Dos for Election Judges		
Prior to Election Week	Immediate Steps When You Receive Election Materials	Wednesday, May 18, 2022
<ul style="list-style-type: none"> <li>● Post sample ballot in an area visible to all members (union bulletin board, by the time clock, etc.)</li> <li>● Choose your election judge and 2 clerks to run the election</li> <li>● If you're on the ballot you cannot be an Election Judge or Clerk. You should choose another member to run the election.</li> <li>● Read the Rules for the Officers' Election, <i>Rules</i> document (blue paper) <a href="http://ctulocal1.org/rules">ctulocal1.org/rules</a>.</li> <li>● Complete Election Judge survey about pick up time (11am-4pm) for ballot box by May 6th at <a href="http://ctulocal1.org/pickup">ctulocal1.org/pickup</a>.</li> </ul>	<ul style="list-style-type: none"> <li>● Break zip-tie on ballot box.</li> <li>● Count ballots &amp; compare to ballot count label on ballot box.</li> <li>● If you're short on ballots, contact <a href="mailto:AAACHicago@adr.org">AAACHicago@adr.org</a> or call 312-616-6560.</li> <li>● Put ballots back in the ballot box.</li> <li>● Seal ballot box with seal #1.</li> </ul>	<ul style="list-style-type: none"> <li>● Post Polling Place Notifications in two areas visible to all members.</li> <li>● Make sure voting start time and end time and voting location are clear on the Polling Place Notifications.</li> <li>● We STRONGLY ENCOURAGE you to conduct voting in the morning before school starts.</li> </ul>
Election Day–Friday, May 20, 2022		
<ul style="list-style-type: none"> <li>● Set up a voting space that allows for privacy before voting starts. We STRONGLY ENCOURAGE you to conduct voting in the morning before school starts.</li> <li>● Have a thick marker with you to mark ballots that may have to be voided if someone makes a mistake.</li> <li>● Remove all ballots from the ballot box, show empty box to everyone present (should be the Election Clerks), and reseal box with seal #2 before anyone votes.</li> <li>● Conduct voting during allotted time. DO NOT USE SAMPLE BALLOTS FOR VOTING; IT WILL VOID YOUR BALLOT BOX!</li> <li>● Once voting is over, list reasons for members that may not have voted on the Voters' Signature List.</li> <li>● Election judge &amp; clerks should sign the Election Report Sheet and place the sheet in the ballot box slot.</li> <li>● Place the Voters' Signature List in the ballot box slot.</li> <li>● Apply seal #3 over the slot of the ballot box.</li> <li>● Place unused ballots in the large white envelope taped on the side of the ballot box and seal the envelope at the end of voting. DO NOT PUT UNUSED BALLOTS IN THE BALLOT BOX, AS IT MAY VOID YOUR BALLOT BOX!</li> <li>● Discard all unused secret, supplemental, and voided ballot envelopes.</li> <li>● If you do not have seal #3 on which you would have written your school's name, write the name of your school on the side of the box in permanent marker.</li> <li>● Store the sealed ballot box ready for pick up in the location you indicated on the election judge survey. Tell your school clerk where the box is stored.</li> <li>● The courier service will arrive to pick up your ballot box at the time and location you indicated on the election judge survey.</li> <li>● In the event the ballot box is not ready at the time of courier pickup, the ballot box with all election materials must be delivered to CTU Center (1901 W. Carroll Ave.) by the election judge or their designee between 3:00pm-6:30pm on May 20th.</li> </ul>		

# Election Quick Guide #2

## Quick Tips for Election Judges for Different Types of Voters

*Election judges should...*

### **Regular Voter (on Voters' Signature List)**

For detailed instructions go to Section XIV.A.1-3. (pp 13-14) of the *Rules* document (blue paper).

- Ask the member to sign by their name on the Voters' Signature List.
- Give members instructions on how to vote.
- Hand member the ballot. The ballot letter they receive is based on their job title.
- Voters vote in designated voting location, then place the ballot in the ballot box themselves.

### **Citywide Voter w/ Mail Ballot**

(Citywide voters are not assigned one workplace, they are sent a mail ballot and can either mail it from home or bring it to a polling place to vote.)

For detailed instructions go to Section XIV.C.1 (p 15) of the *Rules* document (blue paper).

- The mail ballot will be contained in the return envelope with the voter's name and address on the outside. Check voter's name.
- Print voter's name on the supplemental section of the voters' signature list.
- Voter must sign next to their printed name on the supplemental section of the voters signature sheet.
- Voter places mail ballot envelope in ballot box.

### **Supplemental Voter**

(An eligible member who is not on the voters signature list. They may be a citywide voter who doesn't have their mail ballot.)

For detailed instructions go to Section XIV.B.1-2 (pp 14-15) of the *Rules* document (blue paper)

- Check member's eligibility to vote. This can be done in several ways. Members can present their CTU membership card showing they joined CTU by April 1, 2022 or a salary printout from no earlier than 1/22 showing dues deduction. OR an Election Judge can email [membership@ctulocal1.org](mailto:membership@ctulocal1.org) to request credentials as needed.
- Once eligibility to vote has been verified, the election judge should:
  1. Print the voter's name on the 1st column of the supplemental section of the Voters' Signature List and have the person sign next to their name.
  2. Write VOTED on the voter's membership card.
  3. Give the voter their ballot (they receive a regular ballot, based on voting group).
- The member should then:
  1. Vote.
  2. Fold their ballot, put it in the secret ballot envelope and seal it.
  3. Put their secret ballot envelope in the supplemental envelope
  4. Write their name, job title, last four digits of social security number, name of school and phone number on the outside of the envelope
  5. Return the envelope to the election judge

The election judge should then check their envelope and put it in the ballot box.

### **IMPORTANT NOTES**

- If VOID is next to a name on the Voters Signature List and they believe this is a mistake, they can cast a vote as a supplemental voter
- If a member on leave comes in to vote and they haven't voted by mail, have them vote as a supplemental voter.
- If someone makes a mistake on their ballot, they should return the ballot to you to get a new one. Mark the spoiled ballot VOID in large, clear, bold letters and put it in the voided ballot envelope and then place the voided envelope in the ballot box.

# Election Quick Guide #3

## Member Info on Marking the Ballot

Use an X to mark the spot next to your slate or candidates (not a ✓ or any other symbol).

The image here is a sample ballot. The real ballot will not look exactly like this as there are only three slates running.

**Part One  
ELECTION OF  
CTU UNION OFFICERS**

	Pink Hearts Slate	Yellow Moons Slate	Orange Stars Slate	Green Clovers Slate	Blue Diamonds Slate
<b>PRESIDENT</b> (Vote for ONE)	<input checked="" type="checkbox"/> ALANA RICE	<input type="checkbox"/> FRANKIE ROBBINS	<input type="checkbox"/> VICENTE RAYMOND	<input type="checkbox"/> JAKE OSBORNE	<input type="checkbox"/> CLARK PRICE
<b>VICE PRESIDENT</b> (Vote for ONE)	<input type="checkbox"/> STEPHANIE KLEIN	<input type="checkbox"/> MADISON ASHLEY	<input type="checkbox"/> CARLEIGH FRITZ	<input type="checkbox"/> EVE PENNINGTON	<input type="checkbox"/> LARISA GLASS
<b>RECORDING SECRETARY</b> (Vote for ONE)	<input type="checkbox"/> JORGE MCKENZIE	<input type="checkbox"/> DEVAN JOHNSON	<input type="checkbox"/> TRISTY GAMBLE	<input type="checkbox"/> JAY HANNEY	<input type="checkbox"/> SAUL GAUVAN
<b>FINANCIAL SECRETARY</b> (Vote for ONE)	<input type="checkbox"/> SAUL GAUVAN	<input type="checkbox"/> LAURYN TRAVIS	<input type="checkbox"/> KELSEY LARSON	<input type="checkbox"/> BANBA FORBES	

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### If you are voting for a slate

#### Voting Option A (Slate Voting):

- Mark an X in the box next to the slate name, ALL of their candidates will be counted.
- If you vote for a slate and also mark an X by an opponent's name, the opponent's X will not be counted.

Voting for an entire slate of the three slates running, requires a voter to mark a single X in the box next to their chosen slate on the first page of the ballot. That first page of the ballot should then be torn off at the perforation and the voter places only that front page with the single X in the ballot box.

**Part One  
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	Pink Hearts Slate	Yellow Moons Slate	Orange Stars Slate	Green Clovers Slate	Blue Diamonds Slate
<b>PRESIDENT</b> (Vote for ONE)	<input type="checkbox"/> ALANA RICE	<input type="checkbox"/> FRANKIE ROBBINS	<input checked="" type="checkbox"/> VICENTE RAYMOND	<input type="checkbox"/> JAKE OSBORNE	<input type="checkbox"/> CLARK PRICE
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### If you are voting for individuals (rather than a slate)

#### Voting Option B (Individual Voting):

- Mark an X in the box next to individual candidates for all offices you wish to vote for.

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<b>PRESIDENT</b> (Vote for ONE)	<input checked="" type="checkbox"/> ALANA RICE	<input type="checkbox"/> FRANKIE ROBBINS	<input type="checkbox"/> VICENTE RAYMOND	<input type="checkbox"/> JAKE OSBORNE	<input type="checkbox"/> CLARK PRICE
<b>VICE PRESIDENT</b> (Vote for ONE)	<input type="checkbox"/> STEPHANIE KLEIN	<input type="checkbox"/> MADISON ASHLEY	<input checked="" type="checkbox"/> CARLEIGH FRITZ	<input type="checkbox"/> EVE PENNINGTON	<input type="checkbox"/> LARISA GLASS
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<b>FINANCIAL SECRETARY</b> (Vote for ONE)	<input type="checkbox"/> SAUL GAUVAN	<input checked="" type="checkbox"/> LAURYN TRAVIS	<input type="checkbox"/> KELSEY LARSON	<input type="checkbox"/> BANBA FORBES	

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Voting for individuals requires a voter to place the entire multi-page ballot into the ballot box, as there may be Xs on multiple pages.

#### Exception Voting:

- If your chosen slate has no candidate running for a particular office, you may both mark an X in the box for your chosen slate AND vote for individual candidates on another slate for the office in which the overall slate you are voting for does not have a candidate.

Voting for using this exception, also requires a voter to place the entire multi-page ballot into the ballot box, as there may be Xs on multiple pages.

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If a voter makes a mistake, they should return the ballot to their Election Judge. The Election Judge should mark the ballot VOID in large, clear, bold letters and put it in the voided envelope ballot and place the voided envelope in the ballot box. Then, they can give you a new ballot.