

**THIRD PARTY ELECTION AGENCY WORKSHEET****CENTRALIZED MAILOUT -- ENHANCED SCHEDULE**

If ballots are to be mailed from a centralized location that is more than 100 miles or more from the offices of the Local Union, the minimum period between the ballot mailing date and the count date is to be increased according to the following schedule:

- 100-249 miles: minimum 26 days
- 250-500 miles: minimum 28 days
- Over 500 miles: minimum 30 days

**NOMINATION MEETING**

Not less than 7 days before the date of the nominating meeting (first nomination meeting, for local unions having multiple meetings), the OES is to be advised in writing of the name, address and contact information of the representative of the Agency who will be responsible for conducting the (or each, if appropriate) nomination meeting. The written notice will include a certification that each Agency representative so named has received a copy of:

- The Local Union Election Plan (“LUEP”);
- The LUEP Summary;
- The Nomination Notice;
- The Election Rules; and
- The IBT Election Supervisor’s Manual for Conducting L.U. Delegate Elections;

has read, understands and will have each of the foregoing documents on hand at the meeting,

**CANDIDATES/CREDENTIALLED OBSERVERS/SLATE REPRESENTATIVES.**

Not more than 5 days from the conclusion of the nomination meeting, all candidates and slate representatives<sup>1</sup> are to be provided written notice of the following election-related information and observable<sup>2</sup> events:

- The name of the Agency representative responsible for the day-to-day conduct of the election – name/ address/telephone/email address
- The Post Office where voted ballots are to be received and kept until the date of the ballot count. (Include address and any applicable parking or access restrictions.)\*

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<sup>1</sup> *Each candidate on a slate shall be considered to be represented by each and every other candidate on the slate and by any and all observers designated by that slate or any candidate on the slate.*

<sup>2</sup> *Designated observers must be members of local union \_\_\_\_\_. However, in the event that the post office used to collect ballot mail, the plant where ballots are to be printed or the place where returned mail is to be processed is located 25 miles or more from the offices of the local, a candidate may designate any member of the IBT as the candidate’s observer or representative, whether or not the designee is a member of the local union.*

- The Post Office where ballot mail returned as undeliverable is to be picked up for member mailing address correction/processing. (Include address and any applicable parking or access restrictions.)\*
- Date, time and location of the lottery to determine the order of placement of candidate names on the ballot. (Include applicable parking or access restrictions, if any.)
- Date, time and location for candidates and designated observers to inspect (but not copy) the membership mailing list. Include applicable parking or access restrictions.
- List of dates and times (as set out in the LUEP) for:
  - collection of ballot mail returned as undeliverable and
  - mailing of ballot envelopes with corrected member address information or as requested by individual L.U. members
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Not less than 7 days before ballot printing, all candidates and slate representatives<sup>2</sup> are to be provided:

- a proof of the ballot for review before final printing and
- written notice of the date, time and location of the printing of ballots. Include applicable parking or access restrictions, if any.

On or before the close of business on each (insert a day of the week) during the period between the ballot mailing date and the count date, upon written request by any candidate or slate representative, the Agency shall provide the requesting candidate or slate representative with a written report of:

- the number of ballot envelopes returned as undeliverable (RAUs);
- the number of RAUs with corrected address information remailed;
- the number of requests for ballots received from members; and
- the number of ballot packages mailed to requesting members

during the preceding week. The report is not to include any information identifying a member. Upon written request, a copy of each weekly report will be provided to the Office of the Election Supervisor.

### **LOGIC AND ACCURACY TESTING**

**Preliminary Test.** Approximately 7 days prior to the ballot count date, upon request of the Office of the Election Supervisor (OES), a preliminary test of the logic and accuracy of the vote counting system shall be performed in the presence of a representative of the OES. The date, time and location of the test shall be as agreed by the Agency and OES, conducted either remotely or in person, as appropriate. The preliminary logic and accuracy test shall occur not less than seven days prior to the date of the ballot count date.

**Count Day Test.** On the day of the ballot count, a logic and accuracy test shall be performed in the presence of the Local Union Election Committee or Executive Board and candidates or observers/slate representatives. This test will be performed immediately before beginning the ballot count.