

Simplified Ratification Procedure

1. Locals must appoint a Balloting Committee that includes a Chairperson and at least two (2) scrutineers for each ballot box to be used within the Local.
2. The Balloting Committee Chairperson is responsible for preparing a voters' list of employees in the bargaining unit(s) of the Local. The voters' list must include, in addition to all employees actively working, employees who are on medical leave, maternity leave, WSIB, temporary lay-off, etc., as long as the individual is expected to return to work. The voters' list must be placed in alphabetical order, last name first, with a place to note (initials or otherwise) that the employee has received a ballot.
3. The Committee Chairperson must verify that the number of ballots received are counted and the number corresponds to the number provided by the National Union.
4. Ballot boxes and seals will be provided by the National Union.
5. The ballot box or boxes will be assembled and sealed at the ratification meeting prior to the start of balloting so that employees may see that the box(es) are empty.
6. Employees should be instructed to fold their ballot before inserting it in the box.
7. It is suggested that one of the scrutineers be assigned to keep a count of the ballots entering the box. This count will be important because Locals will need to provide accurate numbers of the ballots in each of the ballot boxes used. It is suggested that this scrutineer cover the ballot slot with a book when ballots are not being inserted, or that the scrutineer place the ballot in the box.

Remember if there is a discrepancy of greater than five (5) votes on the count from a box those ballots will not be included in the count until the

Counting Committee has investigated and satisfied themselves of the reasons for the difference.

8. Eligible voters from other Locals may attend and vote at a meeting other than their home Local. However, their ballot must be placed in a white envelope and segregated until the Balloting Committee Chairperson has verified that the person has only voted at one location. Once this has been verified, the envelope may be placed in the ballot box. Any such ballots must be noted on the report, which will be made to the Counting Committee.
9. A screen must be provided so that an employee may vote in secret.
10. It is recommended that balloting take place only at the meeting.
11. Under no circumstances will proxy voting be allowed.
12. Attachment B, a form provided by the National Union, must be completed and included in each ballot box before the box is sealed and sent to the Counting Committee. It is suggested that, for Locals using more than one ballot box, they complete the first four (4) questions on each form with the total numbers for their Local and, on the final question, list the number of the ballots in each individual ballot box.
13. Unused ballots should be retained by the Local Union Balloting Committee until such time as a motion to destroy the ballots has been approved by the OCC.

IT IS THE RESPONSIBILITY OF THE LOCAL TO ENSURE BALLOT BOXES ARE RETURNED IN A TIMELY MANNER FOR COUNTING BY THE COUNTING COMMITTEE IN OTTAWA, ONTARIO. DEADLINE DATE FOR BALLOT BOXES TO ARRIVE IN OTTAWA IS THURSDAY FEBRUARY 23RD BY 10 AM

**AT THE FOLLOWING ADDRESS: UNIFOR – 301 LAURIER AVENUE WEST,
OTTAWA ON K1P 6M6 Attention: Eric-Charles Lacombe**

**PLEASE WRITE YOUR LOCAL NUMBER ON THE OUTSIDE OF EACH
BALLOT BOX WITH A BLACK MARKER.**

14. In the event there is a dispute as to whether or not an individual is eligible to vote, the following procedure shall be adopted: The individual shall be permitted to vote, and the ballot must be placed in a white envelope. Contact information for the individual shall be recorded on the cover of the envelope and the envelope shall be forward to the Counting Committee along with the ballot box. The individual shall be told that an official of the Union will be in touch with them shortly in order to review the matter and confirm whether or not the individual was eligible to vote.
15. **Ballots will be counted on Thursday, February 23rd in Ottawa.**

January 25, 2016

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**PLEASE WRITE YOUR LOCAL NUMBER ON THE OUTSIDE OF EACH
BALLOT BOX WITH A BLACK MARKER.**

ATTACHMENT “B”
(To be included inside **each** ballot box)
and sent to

Unifor
301 Laurier Avenue West, Ottawa ON K1P 6M6
Attn: Nicole Brulé

**DEADLINE FOR BALLOT BOXES TO ARRIVE IN OTTAWA IS
THURSDAY FEBRUARY 23RD BY 10 AM**

FROM UNIFOR LOCAL _____

The address of the Local union is as follows:

During the counting of the ballots we can be contacted at the following telephone number: area code

Number of ballots received: _____

Number of unused ballots: _____

Number of members eligible to vote: _____

Number of members who voted: _____

Those ballots are in the sealed boxes _____
(number)

Date: _____

Signature: _____
(Member of the election committee)

Date: _____

Signature: _____
(Chairperson of the election committee)