

Cincinnati Federation of Teachers



Cincinnati Federation of Office Professionals

Local 1520 | AFT | OFT | AFL-CIO

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READ ENTIRE DOCUMENT VERY CAREFULLY – If the procedure is not followed to the letter, your entire box will be disqualified and not counted.

PROCEDURE FOR VOTING ON TENTATIVE AGREEMENTS – CFT & CFOP

1. Voting will take place on **MAY 16 & MAY 17, 2017** & will be conducted by secret ballot using a sealed ballot box.
2. Only CFT (GREEN BALLOT) & CFOP (PINK BALLOT) members may vote.
3. Voting will take place on 2 consecutive days.
4. The BR or designee will announce the voting location and times at the local site before **MAY 12, 2015**.
5. Voting will be conducted in all CPS elementary schools and high schools, including Juvenile Court Center, A2E at Jacobs Center, Virtual High School, Jacobs Center Offices, ECE Satellite, Education Center, Iowa Street and CFT/CFOP office.
6. Members who are teachers on leave of absence, daily rate substitute teachers, school nurses, speech pathologists, psychologists, hospital teachers, tutors, school social workers, members at preschool only sites, members at non-public schools, and those assigned to more than one site may vote a *challenged ballot at a CPS school/worksites or vote a non-challenged ballot at the CFT/CFOP office.
7. Members at Rising Stars Vineyard will vote at Cheviot School, Rising Stars Vine will vote at Fairview, Rising Stars Westwood will vote at Westwood School or at the CFT/CFOP Office.
8. Members may vote a *challenged ballot at any election site.
9. **Challenged ballots will be sealed in an envelope. This envelope will be put into another envelope and sealed. The member voting a challenged ballot will print and sign the outer envelope with his/her full name, and the name of his/her home school.**
10. Members unknown at an election site may be asked to provide an I.D.
11. CFT will provide lists of members who will vote at each site. There will be 2 sets of lists, a building list and an alternate list including those on Master Assignment, Deputy Superintendent & Student Services. **Anyone on the alternate list will vote a *challenged ballot even if they are assigned to a school.** The ballots and challenged ballot materials will also be in each packet.
12. **Voting members must sign the sheet with a full legible signature before voting.**
13. Voting will be conducted by the CFT/CFOP BR or another chapter member designated by the Director of Organization. Each BR may appoint in writing other chapter members to help conduct the election.
14. Voting will be conducted 1/2 hour before school, during lunch periods, one hour after student dismissal or 1/2 hour before, during lunchtime, and 1/2 hour after the workday in sites without students. Members may **vote a *challenged ballot at the CFT office MAY 16 & 17 from 8:00 am. – 4:00 pm.** The ballot box will be secured when voting is not taking place.

15. All ballot boxes must be **sealed** and brought to the CFT/CFOP office by **6:00 p.m. on MAY 17** by the BR or designee. **Any ballot box received after 6:00 pm will be disqualified and not counted.**
 16. Counting of the ballots will be done by CFT Executive Council members. The League of Women Voters will serve as a neutral party to witness the count.
- * Challenged ballot is one cast by a member who is not listed on the voter list at that location.