



POLICIES AND GUIDELINES

BALLOT POLICY

POLICY:

A “double” envelope method of mail-out balloting shall be adopted. The “double” envelope method is being put into place to provide additional integrity to the process.

PURPOSE:

To provide methods for increased accountability in mail-out balloting, ensuring confidentiality, monitoring the balloting process, **verifying of eligibility and tabulation.**

PROCEDURE:

Ballots shall consist of a ballot form, a blank inner envelope and an outer envelope with a unique identifier. When the ballot is marked it **must** be sealed in the blank inner envelope which **must** then be sealed into the outer envelope with **the** unique identifier. **Ballots must be returned in the envelopes provided.**

The following instructions shall be provided to the Members:

- 1. Please mark your ballot**
 - 2. Seal it in the small blank envelope provided**
 - 3. Place the sealed blank envelope into the self-addressed/stamped envelope, seal and...**
 - 4. Mail to COPE Local 397**
- Any ballot not returned in this manner shall be deemed to have been spoiled.
 - **If the envelopes are defaced in any way – they will be deemed to have been spoiled.**

Revised: March 2014

New: September 2013

