

MSCA RATIFICATION—DAY UNIT CONTRACT

**JULY 6 and 7, 2010
10:00 a.m. to 2:00 p.m.**

INSTRUCTIONS FOR RATIFICATION SUPERVISORS

I. Please see that you have the following:

- 1. List of eligible voters for your campus (enclosed and emailed).**
- 2. Ballots (enclosed).**
- 3. Ballot box that can be sealed or locked (you provide).**
- 4. Pens or Pencils (you provide).**
- 5. Private area for voting.**
- 6. Envelopes - No. 10 business in plain white and No. 9 with red printing for challenged ballots (some of each are enclosed).**
- 7. Challenged ballot instructions (attached).**
- 8. Copies of MSCA financial statements (enclosed).**
- 9. A summary of the Tentative Agreement (enclosed).**
- 10. A copy of the 2009-2012 contract (enclosed).**

II. Use this voting procedure:

- 1. Identify the voter. Ask for identification if you are not sure.
*Proxy voting and absentee balloting are not allowed.***
- 2. Issue a ballot and cross out the person's name on the voter list.**
- 3. Direct each voter to mark his or her ballot and to deposit it in the ballot box.**
- 4. If the person is not on the voter list, or if there is some other question about the voter's eligibility, follow the procedure below for challenged ballots.¹**
- 5. Only challenged ballots will be placed in envelopes before they are deposited in the ballot box.**

¹ Please remember that all day bargaining unit members are eligible to participate in a ratification vote, regardless of whether they are on leave or sabbatical, pay dues or agency fee, have not yet been assessed dues, or are non-compliant.

6. *Do not mark the ballots in any way, such as stamping them to indicate which chapter they are from.*

III. Delivery of ballots for tabulation:

1. **Once balloting has been completed, seal or lock the ballot box.**
2. **Do not remove the ballots from the ballot box to transport them. Bring the entire ballot box, sealed or locked, to the tabulation.**
3. **Bring the voting list with names crossed out, the unused ballots, and any unused envelopes.**
4. **The sealed or locked ballot boxes and other materials must be delivered to the MSCA Treasurer's Office (91 Burrill Avenue, Bridgewater, MA) by noon on July 8th.**
5. **Please call C. J. O'Donnell (508-737-0028) to let him know who will deliver your ballot box and materials or whether you need to have these materials picked up.**
6. **Ballots from each campus will be mixed together before being counted at 12:00 p.m.**

INSTRUCTIONS FOR CHALLENGED BALLOTS

I. Materials

- 1. Ballot.**
- 2. No. 10 business envelope – plain white.**
- 3. No. 9 envelope marked “BALLOT ENCLOSED” in red.**
- 4. Statement on Challenged Ballots.**

II. Procedure

- 1. Ask the voter to read the Statement on Challenged Ballots below.**
- 2. Issue the voter a ballot and a smaller envelope marked “BALLOT ENCLOSED.”**
- 3. Instruct the voter to mark the ballot, place it into the smaller envelope, seal the envelope, and return it to you.**
- 4. Place the smaller envelope into the larger plain white envelope and record the following information on the front of the larger envelope:**
 - a. Name of voter**
 - b. Address**
 - c. Campus where voting**
 - d. Reason for challenge**
- 5. Seal the larger envelope and instruct the voter to sign across the seal.**
- 6. Deposit the large envelope in the ballot box.**

STATEMENT ON CHALLENGED BALLOTS

The challenged ballot procedure allows a voter to cast a ballot when a question arises as to whether the voter is eligible to participate in the vote. A question of eligibility would arise if a voter’s name does not appear on the eligibility list, the voter’s name appears on the list but has already been crossed off, or the ratification supervisor is unable to identify the voter.

In the event that the number of challenged ballots would affect the outcome of the election, each challenged ballot will be investigated to determine whether it was cast by an eligible voter. All those ballots determined eligible are then removed from the large envelope and mixed together before being tabulated. This method assures anonymity for each ballot cast.