Policy 610
Ratification Checklists

Policy 610.1 – Every chapter of this Association shall, when designated the exclusive representative of a bargaining unit, negotiate a contract covering wages, hours, and other terms and conditions of employment with the employer.

The purpose of this policy is to ensure that negotiated collective bargaining agreements and subsequent modifications, as described in Sections .8 and .9 of this policy, are properly approved by the chapter’s membership and Association.

Before bargaining begins
☐ Survey membership (required when negotiating a full contract).

☐ Chapter leadership develops initial proposal.

☐ Chapter submits a copy of the initial proposal to the Labor Relations Representative BEFORE it is presented to the membership for approval. (The Labor Relations Representative will provide a copy to the Field Director.)

☐ A copy of the employer’s initial proposal must also be provided to the Labor Relations Representative when it is available to the chapter. (The Labor Relations Representative will provide a copy to the Field Director.)

☐ Chapter votes on initial proposal. (This is not a ratification vote so written ballots are not required.)

☐ For chapters with more than one bargaining unit, determine if bargaining and ratification vote will be separate or “merged.” If bargaining/vote conducted separately, each bargaining unit shall use separate colored ballots and each unit’s vote tallied separately.

☐ Before bargaining begins with the employer, the Labor Relations Representative shall review Policy 610 procedures with the chapter leadership. If there is a bargaining issue during the negotiations that could be detrimental to the chapter, the Field Director may call a meeting with the chapter executive board and negotiating committee/team to discuss the issue and possible solutions.

After bargaining
☐ Chapter submits a copy of the tentative agreement to the Labor Relations Representative. Labor Relations Representative provides a copy to the Field Director for review. The Field Director shall review the tentative agreement to verify that it is in compliance with applicable law and CSEA governing documents.¹

☐ Chapter President receives Field Director’s confirmation that agreement is in compliance.

☐ Conduct applicable meetings & vote on ratification of tentative agreement.

☐ After chapter and employer ratify tentative agreement, provide Labor Relations Representative copy of signed agreement.

¹ If the Field Director does not recommend ratification of the tentative agreement, the Field Director will contact the chapter for clarification and appropriate next steps.
VOTING AT CHAPTER MEETING

Preparation for ratification meeting:

☐ Chapter President and/or Executive Board schedules ratification meeting upon receipt of Field Director’s review of tentative agreement.

☐ Chapter President appoints Elections Committee (tellers).

☐ At least two tellers shall be appointed to conduct the balloting.

☐ Prepare ballots

Sample ballot:

CSEA – WASHINGTON CHAPTER 4444

BALLOT

Ratification Vote - Tentative Agreement
dated Friday, June 8, 2007

A copy of the tentative agreement negotiated for the 2007-2010 contract was provided to all unit members on or about June 18 and is available at this meeting.

Approval of tentative agreement for 2007-2010 contract:

_____ YES

_____ NO

☐ Obtain bargaining unit membership list, with members and fair share service fee payers/non-members identified.

☐ Prepare closed ballot box.

☐ Issue notice to all bargaining unit members (including fair share service fee payers/non-members) at least 5 working days\(^2\) in advance of the ratification meeting:

☐ By U.S. mail or employer mail system, distribution by site representatives or others, and/or posting in prominent locations at each worksite.

☐ Notice shall include:

☐ Date, time, and location of the ratification meeting.

☐ Include the times allotted for discussion/debate and times during which voting will take place.

☐ Notification that a secret ballot vote on ratification of a tentative agreement will be conducted at the meeting.

☐ A copy of the tentative agreement or a summary of the tentative agreement. If only a summary is provided, copies of the tentative agreement shall be available at the meeting.

☐ A statement that the Negotiating Committee is recommending ratification of the tentative agreement.\(^3\)

\(^2\) Exception to the above: The Association’s Executive Director, or designee, may approve a notice period of less than five (5) working days upon request of the Chapter President and/or Executive Board if it is determined that an immediate ratification meeting would be advisable.
VOTING AT CHAPTER MEETING (cont’d)

Ratification meeting:
☐ Have copies of the tentative agreement available for those in attendance.

☐ Chapter leadership and/or Labor Relations Representative review provisions of the tentative agreement.

☐ Members are given the opportunity to ask questions, and discuss/debate the tentative agreement.
  ☐ Fair share service fee payers/non-members can participate in the discussion and debate. They do not have the right to make motions or vote.

☐ Polls for voting are not opened until period for discussion/debate has begun.

Voting:
☐ Elections Committee (tellers) verify CSEA membership in good standing

☐ Members sign or initial membership list (next to their name) for receipt of ballot from teller.

☐ Ballots deposited in closed ballot box.

☐ Elections Committee tallies votes and announces results prior to the close of the meeting. Voting results are recorded in the meeting minutes. A majority vote shall ratify.

☐ Absentee and proxy votes not permitted.

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3 The Negotiating Committee shall not recommend rejection of a tentative agreement under good faith bargaining, unless appropriate in reference to an employer’s last, best, final offer. Contact Labor Relations Representative for more information regarding the criteria.
SITE BALLOTHING

Preparation for contract informational meeting(s):

☐ Chapter President and/or Executive Board schedule informational meeting(s) upon receipt of Field Director’s review of tentative agreement.

☐ Issue notice to all bargaining unit members (including fair share service fee payers/non-members) at least 5 working days\(^4\) in advance of the contract informational meeting(s):

☐ By U.S. mail or employer mail system, distribution by site representatives or others, and/or posting in prominent locations at each worksite.

☐ Notice shall include:

☐ Date(s), time(s), and location(s) of the contract informational meeting(s).

☐ Notification that the tentative agreement will be discussed at the meeting.

☐ A copy of the tentative agreement or a summary of the tentative agreement.

☐ A statement that the Negotiating Committee is recommending ratification of the tentative agreement.\(^5\)

☐ Notices for contract informational meeting(s) and site balloting may be combined as long as site balloting is not scheduled earlier than the day following the informational meeting(s).

Contract informational meeting(s):

☐ Chapter leadership and/or Labor Relations Representative review provisions of the tentative agreement.

☐ Members and fair share service fee payers/non-members are given the opportunity to ask questions, and discuss/debate the tentative agreement.

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\(^4\) Exception to the above: The Association’s Executive Director, or designee, may approve a notice period of less than five (5) working days upon request of the Chapter President and/or Executive Board if it is determined that an expedited ratification is advisable.

\(^5\) The Negotiating Committee shall not recommend rejection of a tentative agreement under good faith bargaining, unless appropriate in reference to an employer’s last, best, final offer. Contact Labor Relations Representative for more information regarding the criteria.
SITE BALLOTING (cont’d)

Preparation for site ballot:ing:

☐ Chapter President and/or Executive Board determine the location(s) and number of voting sites.

☐ Chapter President appoints Elections Committee (tellers).

☐ At least two tellers shall be appointed to conduct the balloting at each voting site.

☐ Issue notice to all bargaining unit members (including fair share service fee payers/non-members) at least 5 working days\(^6\) in advance of the date site balloting will be conducted:

☐ By U.S. mail or employer mail system, distribution by site representatives or others, and/or posting in prominent locations at each worksite.

☐ Notice shall include:

☐ Date, time(s), and location where the balloting will be conducted for each member’s designated voting site.

☐ Site balloting shall not be earlier than the day following the informational meeting(s).

☐ Prepare ballots

Sample ballot:

☐ Prepare a closed ballot box for each voting site

☐ Obtain membership list, including names and worksites of members.

☐ Membership list to be split among the various voting sites and given to each site’s tellers.

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\(^6\) Exception to the above: The Association’s Executive Director, or designee, may approve a notice period of less than five (5) working days upon request of the Chapter President and/or Executive Board if it is determined that an expedited ratification is advisable.
SITE BALLOTING (cont’d)

Site voting:
☐ Members required to cast ballot at designated voting site only.

☐ Voters whose names are not on the site list shall be permitted to cast a challenged ballot, which shall be placed in an appropriately identified envelope, sealed and set aside until all other votes have been tallied. If the number of challenged ballots could affect the outcome of the vote, voter eligibility shall be determined and valid ballots then counted.

☐ Elections Committee (tellers) verify CSEA membership in good standing

☐ Members sign or initial membership list (next to their name) for receipt of ballot from teller.

☐ Ballots depositing in closed ballot box.

☐ Absentee and proxy votes not permitted.

☐ Ballots counted and verified separately for each voting site, prior to combining the count for the final tally. A majority vote shall ratify.

☐ Provide balloting results to membership within 5 days following the vote tally, and announce at the next chapter meeting.
MAIL BALLOT

Preparation for contract informational meeting(s):

☐ Chapter President and/or Executive Board schedule informational meeting(s) upon receipt of Field Director’s review of tentative agreement.

☐ Issue notice to all bargaining unit members (including fair share service fee payers/non-members) at least 5 working days\(^7\) in advance of the contract informational meeting(s):
  - By U.S. mail or employer mail system, distribution by site representatives or others, and/or posting in prominent locations at each worksite.
  - Notice shall include:
    - Date(s), time(s), and location(s) of the contract informational meeting(s).
    - Notification that the tentative agreement will be discussed at the informational meeting(s).
    - A copy of the tentative agreement or a summary of the tentative agreement.
    - A statement that the Negotiating Committee is recommending ratification of the tentative agreement.\(^8\)

Contract informational meeting(s):

☐ Chapter leadership and/or Labor Relations Representative review provisions of the tentative agreement.

☐ Members and fair share service fee payers/non-members are given the opportunity to ask questions, and discuss/debate the tentative agreement.

\(^7\) Exception to the above: The Association’s Executive Director, or designee, may approve a notice period of less than five (5) working days upon request of the Chapter President and/or Executive Board if it is determined that an expedited ratification is advisable.

\(^8\) The Negotiating Committee shall not recommend rejection of a tentative agreement under good faith bargaining, unless appropriate in reference to an employer’s last, best, final offer. Contact Labor Relations Representative for more information regarding the criteria.
MAIL BALLOT (cont’d)

Preparation of mail ballot:
- Chapter President appoints Elections Committee (tellers).
  - At least two tellers shall be appointed to oversee the election process and conduct the vote tally.
- Obtain membership list, including names and mailing addresses of members.
- Prepare ballot packets:
  - Ballot (see attached sample ballot)
  - Instructions for completion and return of ballot (see attached sample instructions)
  - Blank envelope for member to insert ballot
  - Return envelope, addressed to Elections Committee chair
    - Return envelope must provide a space for signature and identification of voter to verify voter eligibility
  - Envelope to mail ballot, instructions, blank envelope, & return envelope to members

Mail ballot:
- After the informational meeting(s), mail ballot packets (ballots, instructions, blank envelope, & return envelope) via U.S. First Class Mail to the home address of each chapter member in good standing. Active Retired members do not receive a ballot.
  - Ballots are mailed at least ten (10) calendar days in advance of the date set for receipt of the completed ballot by the Elections Committee Chair.
  - Members of the bargaining unit(s) joining CSEA after the ballots have been mailed but prior to the deadline set for return shall, upon request, be given a ballot and return envelope at the time they submit the membership application and dues payment, if sufficient time remains to post the completed ballot for receipt by the Elections Committee Chair by the deadline.

Vote Tally:
- Elections Committee (tellers) verifies CSEA membership in good standing from information on return envelope.
  - Blank envelope with ballot inside is separated from return envelope.
  - Blank envelopes are opened and the ballots are tallied. A majority vote shall ratify.
  - Provide balloting results to membership within 5 days following the vote tally, and announce at the next chapter meeting.
  - Proxy votes not permitted.
Sample ballot:

CSEA – WASHINGTON CHAPTER 4444

BALLOT

Ratification Vote - Tentative Agreements
Dated June 8, 2007

A copy of the tentative agreement negotiated for the 2007-2010 contract year was mailed to all unit members prior to the June 26 contract informational meetings. In addition, copies of the tentative agreement are available from your Site Representative.

Before completing this ballot, please read the enclosed instructions carefully to ensure that your vote will be counted.

Approval of tentative agreement for 2007-2010 contract:

YES □

NO □
MAIL BALLOT (cont’d)

Sample mail ballot instructions:

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CSEA – WASHINGTON CHAPTER 4444

BALLOT INSTRUCTIONS

On June 8, 2007, Chapter 4444’s Negotiating Team reached a tentative agreement with the Washington Unified School District for the 2007-2010 contract. Copies of the tentative agreement were mailed to bargaining unit members on June 18, 2007, at least five (5) working days prior to the August 26 contract informational meetings. Unit members were also notified that the CSEA Negotiating Team recommends ratification of the agreement.

Enclosed are (1) your ballot for voting on the ratification of the tentative agreements, (2) a blank envelope for the ballot, and (3) a pre-addressed envelope for returning the ballot envelope to the chapter’s election post office box.

To ensure that your ballot is counted, please follow all required steps as detailed below:

1. After reviewing the tentative agreements, mark your ballot. Clearly mark either the “yes” or the “no” box. Marking both boxes invalidates the ballot. Do not put your name or any other personal information on the ballot.

2. Fold your completed ballot in half. (Do not fold more than once.)

3. Place the folded ballot in the blank envelope. Seal the blank envelope. Do not put your name or any other personal information on the blank envelope.

4. Place the blank envelope (with the ballot enclosed) in the return envelope, which is pre-addressed to CSEA-Washington Chapter 4444, Attention Elections Committee Chair, P. O. Box 5555, Washington, CA 94444-5555. Seal the return envelope.

5. Sign and print your name on the back of the sealed return envelope. Your name must be readable so the election tellers can verify vote eligibility.

6. Put postage on the return envelope. Envelopes mailed without postage will not be processed by the post office box.

7. Mail the pre-addressed return envelope.

8. Ballots must be RECEIVED in the chapter’s election post office box by July 9, 2007 to be counted.

If you need a replacement ballot, contact Mary Smith, Chapter 4444 Election Committee Chair, (555) 444-5555 or email msmith@washingtonsd.edu.