



United School Employees of Pasco
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EXECUTIVE BOARD VOTING PROCEDURES

Please Review As Soon As Possible

Items contained with this packet:

- ✓ **Sign-In List of members at your worksite** (USEP members only)
- ✓ **Ballots** - Please verify that you have a sufficient number of ballots for all eligible members at your worksite. If not, please call the USEP office and additional ballots will be provided.
- ✓ **Return Ballot envelope.**

Executive Board Elections Procedures (Please follow carefully)

1. Work with your principal in advance to **designate specific time(s) and place for balloting to be conducted between 4/15/24 - 4/30/24**. Remember to consider members who work evenings.
 2. Try to **have at least two (2) people handling the ballot distribution**. If possible, have two Building Reps working together. **Staff your designated vote site for the specified time period.**
ANY BUILDING REP RUNNING FOR AN ELECTED POSITION MAY NOT BE INVOLVED IN THE ELECTION PROCESS!
 3. **On the front of ballot envelope(s), mark your worksite and circle the appropriate bargaining unit, either teacher or SRP.** As the member enters to vote, follow the steps below:
 - a) **Have the member initial by his/her name** on the sign-in list.
 - b) Provide the member with a ballot
 - c) Allow the member to vote **privately**.
 - d) **Place voted ballots into the return ballot envelope.**
- Early Voting:** Employees who will not be present on the day of the vote but who wish to vote early may do so by contacting you. Please announce this option at your worksite. Follow all the other voting procedures above.
4. Once your voting period is over, the last Building Rep issuing ballots for the Executive Board voting process should follow the steps below:
 5.
 - a) band or staple together any unused ballots.
 - b) Put the voted ballots and sign-in lists in the return envelope, along with any unused ballots
 - c) **Seal the flap on the white return ballot envelope provided and sign your name over the seal of the flap.** You may also staple the flap closed.
 - d) Place sealed ballot envelope in courier pick-up area at the end of your balloting (between 4/15/24-4/30/24) for the courier to pick-up either that day or **prior to Wednesday 5/8/24.**
Do not place the ballot envelope inside a courier envelope- USE THE WHITE ENVELOPE!

Things to watch out for:

- All registered members as of 12/1/23 are eligible to vote. If you have any questions about a member on your sign-in list, please call the USEP office for clarification.
- If the number of ballots cast is greater than the number of ballots initialed for on the sign-in list, the Elections Committee will deem the whole ballot envelope void.
- **Ballots will be counted at the USEP office starting at 4:00 p.m., on Friday, May 10, 2024.**

The responsibility for a valid election from your worksite rests in your hands! If you have any questions or problems, please contact the USEP office for help.

**** Thank you for handling the Executive Board balloting at your worksite. ****