

## Election Procedure

Election of officers must be held at the first regular meeting in December every third year.

Active members, as defined in Section 25(b) – Local Division Rules, with the exception of those holding official position on the railroad, may vote for all offices representing them, provided that they are in good standing as of the month prior to the month in which the election is held. This means timely payment of dues.

## DUTIES OF THE ELECTION COMMITTEE

The Election Committee shall oversee the election of officers. It shall provide all required notices, prepare and mail ballots, pick up and process undeliverable ballots, pick up voted ballots immediately prior to the election meeting, and act as a board of tellers at the election meeting.

Following the nominating meeting, the election committee will develop a schedule for the preparation and mailing of ballots, checking the post office box for undeliverable ballots, and picking up voted ballots immediately prior to the election meeting. All candidates for office shall be provided with a copy of this schedule.

The Election Committee shall retain all election materials in its possession until elections are concluded.

Election materials include a copy of a members' address list, additional ballots, and keys to post office boxes.

No officers or members, except for the Election Committee, shall have

access to ballots or to the post office boxes.

## COLLECTING THE BALLOTS

The Election Committee shall remove the voted, returned ballots from the post office box in accordance with its published schedule and deliver them intact to the December meeting.

Ballots **must** be sealed in a container until **the count begins**. The Election Committee shall sign the tape sealing the package.

Members may present their ballots at the meeting under the following conditions:

- 1) A member may hand carry his/her own ballot to the meeting.
- 2) A member claiming that he/she did not receive a ballot may pick up another ballot and vote, as long as the ballot count has not yet begun and it can be ascertained that the local division did not receive the original ballot from the member.