

United Teachers of Dade
Procedures for Health Insurance Re-Opener (Jan. 1, 2008 – Dec. 31, 2008)
Vote to be conducted on Tuesday, May 6 or Wednesday, May 7, 2008

- 1) The Building Steward(s) in each work location will call a meeting of all United Teachers of Dade Bargaining Unit members on Tuesday, May 6 or Wednesday, May 7, 2008 for the purpose of conducting the ratification vote. Notice of this meeting must be posted no later than Tuesday, April 29, 2008. **THE UTD BARGAINING UNIT CONSISTS OF ALL TEACHERS, TEMPORARY INSTRUCTORS, STUDENT SERVICES PERSONNEL, PARAPROFESSIONALS, SCHOOL SUPPORT PERSONNEL, AND OFFICE/CLERICAL PERSONNEL WHO ARE NOT CONFIDENTIAL EXEMPT, REGARDLESS OF THEIR MEMBERSHIP STATUS IN UTD.**
- 2) The Building Steward(s) will open the election package and remove ballots, sign-in sheets, challenge ballot envelopes, the envelope marked "Unused Ballots" and the manila envelope marked "Cast Ballots."
- 3) The Building Steward(s) and any members they designate to assist with the voting procedure will have each member of the bargaining unit sign his/her name next to his/her printed name on the sign-in sheet in return for a ballot.
IF THERE ARE MORE BALLOTS THAN SIGNATURES TURNED IN, THE SCHOOL'S VOTES MAY BE INVALIDATED.
- 4) Any person who is not on the list may vote, but their cast ballot must be sealed in a challenge ballot envelope. He/she must fill out the challenge ballot envelope and must sign and print his/her name on the Challenge Ballot sign-in sheet. Temporary Instructors must cast a Challenge Ballot.
- 5) Any members of the UTD Bargaining Unit who are unable to vote at a work site, may cast their ballots at the UTD Headquarters, 2200 Biscayne Blvd., from 9:00 a.m. to 6:00 p.m. on Tuesday, May 6 or Wednesday, May 7, 2008. They may also cast their vote at a worksite other than where they are assigned. It will, however, be considered a challenge vote.
- 6) After the member has voted, he/she will place his/her ballot directly in the manila envelope marked "Cast Ballots." It is the Stewards' responsibility to check that the "Cast Ballots" envelope is empty before cast ballots are placed in it.
- 7) PLEASE SECURE ALL UNUSED BALLOTS IN THE ENCLOSED WHITE ENVELOPE MARKED "UNUSED BALLOTS," SEAL AND RETURN IT IN THE MANILA ENVELOPE MARKED "CAST BALLOTS."
- 8) When all bargaining unit members have cast their ballots and placed their ballots in the manila envelope marked "CAST BALLOTS," the building steward(s) and two UTD members shall witness the tally of cast ballots and record the tally on the designated area on the Cast Ballot Envelope, and will place all sign-in sheets, sealed challenged ballots and the sealed unused ballots envelope in with the ballots and then seal everything in the "CAST BALLOTS" envelope.
- 9) On the backside of the manila "Cast Ballots" envelope, the Building Steward and two UTD member witnesses will print and sign their names, and the name of the school where indicated. The envelope must be securely sealed and signed or the school's votes may be invalidated.
- 10) The Building Steward(s) should post the school's vote tally on the UTD Bulletin Board.
- 11) Stewards will be responsible for delivering the sealed "Cast Ballots" envelope to UTD Headquarters, 2200 Biscayne Blvd., or delivering it to a UTD Organizer who must be able to deliver it by the same deadline. **Night school stewards will be responsible for securing ballots until delivery to UTD. All ballots must be received at UTD Headquarters by 5:00 p.m. on Thursday, May 8, 2008.**
- 12) Building Stewards who need assistance or additional information, may contact their organizer or call the UTD Headquarters at (305) 854-0220.