

**Instructions for Steward/Member Conducting the
2022-2023 REOPENER TENTATIVE AGREEMENT TO
2020-2023 UTD/M-DCPS CONTRACT RATIFICATION VOTE**

Vote to be conducted ONE DAY ONLY Thursday, September 1, 2022.

- Post the Ratification Notice** indicating the time and location of voting **no later than Friday, August 26, 2022.**
- Secure a room to hold the ratification vote.
- Fax the Ratification Notice to UTD at 305-576-7761 or email Candi@utd.org with the time and location of the ratification meeting filled in as soon as it is set.
- Make several P.A. announcements with the date (Thursday, September 1, 2022) and time of the ratification at your worksite.
- Review Procedures for Ratification Vote provided in the ratification packet PRIOR to voting day.
- On the day of the ratification, open package containing ballots and count ballots before distributing them in the presence of both official ratification witnesses. Record ballot count on back of Cast Ballot Envelope.
- Conduct secret ballot ratification vote.
- Count Ballots and record WORKSITE VOTE TALLY on the back of the Cast Ballot Envelope. **Do not write in the box marked "INTERNAL FUNCTION COMMITTEE USE ONLY".**
- Place the following items in the CAST BALLOTS envelope:
 - CAST BALLOTS
 - Unused Ballots
 - Sign In Sheets
 - Challenge Ballot Sign-In Sheets
 - Sealed Spoiled Ballot envelope
- Complete RATIFICATION ELECTION WORKSITE CERTIFICATION with both of the official ratification witnesses, and seal the back flap of the CAST BALLOTS envelope. **To seal the envelope, please use the RED SECURITY TAPE PROVIDED IN THE RATIFICATION PACKET. Do not write in the box for "INTERNAL FUNCTION COMMITTEE USE ONLY".**
- Deliver ballots by no later than 6:00 P.M. to any of the seven (7) locations listed on page 3, on *Thursday, September 1, 2022.* The public meeting for ballot counting begins at 3:00 P.M.**

**Procedures for Ratification Meeting to Vote on the
2022-2023 REOPENER TENTATIVE AGREEMENT TO
2020-2023 UTD/M-DCPS CONTRACT RATIFICATION VOTE**

Vote to be conducted on ONE DAY ONLY, Thursday, September 1, 2022.

UTD Union Building Steward(s) or designee will call a meeting of the entire UTD Bargaining Unit at their respective worksites ONE DAY ONLY, Thursday, September 1, 2022, to conduct the ratification vote. The date, time, and room location of the meeting will be posted at worksites **no later than Friday, August 26, 2022.** The Union Building Steward will conduct the vote. Bargaining unit members will sign for these ballots at their worksites by signing next to their name on a pre-printed sign-in sheet that will be provided by UTD.

ELIGIBILITY TO VOTE

All members of the UTD Bargaining Unit are eligible to vote regardless of their membership status in UTD. **THE UTD BARGAINING UNIT CONSISTS OF ALL TEACHERS, TEMPORARY INSTRUCTORS, STUDENT SERVICES PERSONNEL, PARAPROFESSIONALS, SCHOOL SUPPORT PERSONNEL, AND OFFICE/FULL-TIME CLERICAL PERSONNEL WHO ARE NOT CONFIDENTIAL EXEMPT REGARDLESS OF THEIR MEMBERSHIP STATUS IN UTD.**

REVIEW RATIFICATION FULL-TEXT AGREEMENTS BEFORE VOTING

Copies of the collective bargaining agreements are available for inspection by visiting utd.org. Additional copies will be available at the ratification meeting as well.

CHALLENGE BALLOTS

If a bargaining unit member's name does not appear on the sign-in sheet, that individual may cast a Challenge Ballot. The ballot must be placed in a Secret Ballot envelope and then inserted into a Challenge Ballot envelope. The voter must seal, sign and complete the Challenge Ballot envelope information. The voter must also sign and print his/her name to the Challenge Ballot sign-in sheet indicating that they have voted by a Challenge Ballot.

If a unit member is unable to vote at their regular worksite, they may cast a Challenge Ballot at any worksite ONE DAY ONLY, Thursday, September 1, 2022, during the designated voting time at that location. However, they may only vote during that worksite's scheduled voting meeting and the ballot must be placed in a Secret Ballot envelope and then inserted into a Challenge Ballot envelope.

BALLOT COUNTING

Ballots must be publicly counted at the end of the Ratification Meeting at each site. After counting, ballots will be placed in the envelope provided, sealed, and signed. Ballots will then be brought to the **UTD HEADQUARTERS, 5553 N.W. 36 ST., MIAMI SPRINGS, FLORIDA 33166,** to be counted at a public meeting, open to all Bargaining Unit members. The meeting will be held beginning at 3:00 p.m. on **Thursday, September 1, 2022.**

BALLOT DROP OFF

Ballots must be delivered to **any of the seven (7) locations listed on page 3** no later than 6:00 P.M. Stewards or other designee will be responsible for delivering the sealed "Cast Ballots" envelope to **any of the 7 locations listed on page 3** by the 6:00 P.M. deadline. The public meeting for ballot counting begins at 3:00 P.M. at **UTD HEADQUARTERS, 5553 NW 36TH STREET., MIAMI SPRINGS, FLORIDA 33166.**

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For your convenience, on Thursday, September 1, 2022, Stewards or their designee will be able to drop off sealed Cast Ballot Envelope from 3:00 PM to 6:00 PM at any one of the schools listed below. A UTD Organizer will be at the site to receive your packet. **UTD Headquarters will be open and accepting packets from 9:00 AM until 6:00 PM.**

- **Miami Norland Senior High School** -1193 NW 193rd Street, Miami Gardens, FL 33169
- **Hubert O. Sibley K-8 Academy** – 255 NW 115th St. Miami, FL 33168
- **Hialeah Gardens Senior High School** - 11700 Hialeah Gardens Blvd, Hialeah Gardens, FL 33018
- **United Teachers of Dade** - 5553 N.W. 36 Street, Miami Springs, FL 33166
- **Miami Coral Park Senior High School** - 8865 SW 16th Street, Miami, FL 33165
- **Miami Palmetto Senior High School** -7460 SW 118th Street, Pinecrest, FL 33156
- **Homestead Senior High School** - 2351 SE 12th Avenue, Homestead, FL 33034