

F. Candidate's Rights

1. Privileges extended to one candidate shall be extended to all candidates.
2. Each candidate shall receive a copy of the election timeline, procedures and guidelines.
3. Each candidate shall have the right to a list of the name and address of school sites and the number of Active members at each site for the purposes of campaigning.

G. Ballot

1. The names of the candidates shall be printed on the ballot in CTA alphabetical order. The name of each candidate shall be as printed on the declaration of candidacy. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot. In the event that the last name of more than one candidate begins with the same letter or more than one candidate has the same last name, the CTA alphabetical order shall continue to be applied throughout the name including the first name
2. The ballot shall state the name of the office, the term, and the names of the candidates.
3. The ballot shall include space for a write-in candidate, except in run-off elections.

H. Distribution of Ballots and Method of Voting

1. Each member shall receive a ballot. Active members who are off-track or on a dues paying leave shall be notified by mail in order to provide them an opportunity to vote.
2. Voting shall be by one or a combination of the following methods:
 - a. At School/Work Site/Specified Voting Site
If a Site Representative is a candidate, refer to A. Elections Committee, 5.

1) On-Site Voting – Using Ballot Box

- a) Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot.
 - (1) Voter Roster – List of eligible voters
 - (2) Voter Sign-up Sheet – List of eligible voters which includes a place for a signature..
- b) The marked ballot must be returned to a designated site representative or ballot box.
- c) Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time. Ballots must be secured and uncounted. Roster/Sign-up sheets and ballots from each site must be kept together until verified by Elections Committee.
- d) Preliminary counts shall not be completed at school/work sites.
- e) Refer to Section K for the Counting of Ballots procedures.

2) On-Site Voting – Using Envelopes

When voting is conducted at school or specified sites using envelopes, the procedure shall be as follows:

- a) A list of current Active members shall be prepared, which includes each member's name and school/work address.
- b) The voter shall be provided with the following:
 - (1) A ballot;
 - (2) Instructions on

- (i) Folding and placing of the ballot in the unsigned inner envelope;
 - (ii) Placing of the unsigned inner envelope into the outer envelope;
 - (iii) Signature and school on the outer envelope addressed to the chapter; and
 - (iv) Deadline date for receipt of the voted ballot at the chapter office.
 - (3) A small envelope (inner envelope) in which to place the voted ballot; and,
 - 4) A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
 - c) At the time of counting of the ballots, the names on the outer envelope shall be checked against the official list of voters. The name on the official list shall be marked to show that the voter has returned a ballot.
 - d) The outer envelope shall then be opened and put in a separate stack for safekeeping as a record of voters.
 - e) All inner envelopes shall be placed in a separate receptacle.
 - f) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.
 - g) Refer to section K for the “Counting of Ballots” procedure.
- 3) Voting by mail

Special care should be taken in all phases of handling of ballots to ensure the accuracy and the secrecy of voting by mail. The following procedures and guidelines have been developed for this situation:

 - a) A list of current Active members shall be prepared, which includes the following: name, school/work, and home address.
 - b) A determination shall be made prior to the election whether the ballots shall be sent to the school/work site or to the home of the member.
 - c) Each voter shall be provided with:
 - 1) A ballot;
 - 2) Instructions on
 - (i) folding and placing of the ballot in the unsigned inner envelope;
 - (ii) Placing of the unsigned inner envelope into the outer envelope;
 - (iii) Signature and school on the outer envelope addressed to the chapter; and
 - (iv) Deadline date for receipt of the voted ballot at the chapter office.
 - (3) A small envelope (inner envelope) in which to place the voted ballot;
 - (4) A larger envelope (outer envelope) addressed to the chapter, on which the voter prints and signs his/her name.
 - d) At the time of counting, the names on the outer envelope shall be checked against the official list of eligible voting members.
 - e) The name on the official list should be marked to show that the voter has returned a ballot.
 - f) The outer envelopes shall then be opened and put in a separate stack for safekeeping
 - g) All inner envelopes shall be placed in a separate container.
 - h) All inner envelopes shall be opened and the ballots removed from the envelopes, stacked, and then counted.
 - i) Refer to section K for the “Counting of Ballots” procedure.