

PLEASE READ CAREFULLY

TO: BEA Building Representatives
FROM: Credentials and Ballots Committee
RE: **ELECTIONS**

YOU MUST ADHERE TO THE FOLLOWING ELECTION RULES:

1. Each representative is to have two validated lists of members. (Faculty lists can be obtained from your school office.)
2. Ballots will be sent to you by inter-school mail.
3. The balloting will be at one place in each building at a time (after school) to be determined by the Building Rep.
4. Reps should not pass out ballots via mailboxes in a general distribution to be collected later.
5. Voters should mark the ballot with an X beside the candidate(s) of their choice.
6. If a person makes a mistake or wishes to change a vote, the ballot should be marked **VOID**, a new ballot should be issued, and the voided ballot should be returned to the BEA with all election materials.
7. To ensure accurate election results, follow this procedure:
 - a. As a member receives the ballot the rep will check off his/her name from faculty list. Write Ballot Received at the top of this list.
 - b. After the member votes and hands in the ballot, the rep will check off the name on the second faculty list. Write Ballot Returned at the top of this list.
 - c. The faculty lists are to be returned with the ballots for validation purposes.
 - d. The number of voters and ballots (marked ballots, voided ballots, and unused ballots) must balance with the number of ballots provided. If not, all ballots will be invalidated.
 - e. Ballots and faculty lists must be returned to the BEA by 4:30 PM on the day of the election.
 - f. If the Building Rep is a candidate on the ballot, an alternate must be selected to run the election.
8. Please contact traveling specialist (i.e. guidance, speech, music, art, etc.) to let them know they may vote at your school.
9. Representatives conducting elections are to refrain from commenting about candidates or their qualifications.
10. If there are any questions you can contact the BEA at 508-588-2440.

School _____

Ballots Enclosed _____