

# #RedforEd Walkout Vote Toolkit

## Voting Procedures and Timeline

Arizona Educators United and Arizona Education Association are providing these guidelines to ensure that the walkout vote election is conducted with integrity and so vote results are verifiable. This is important work. In addition to the steps below there are some requirements for the ballot box, voting, and counting of ballots. The ballot box must be sealed, (using masking tape that has all the election committee signatures on it), the number of ballots must match the number of signatures (or initials) on the sign in sheet, and the vote should be conducted in an open forum where individuals are able to observe. Social media should not be used to publicize the vote process or the results of the vote. The results of the vote must be reported according to the instructions below.

### Timeline

Monday, April 16<sup>th</sup>: Balloting instructions and ballots emailed to AEU site liaisons, AEA site reps, and Local AEA Presidents. AEU site liaisons and AEA site reps coordinate the printing of ballots, sign in sheets, and a Know Your Rights sheet for each school/work site. They also coordinate the construction and placement of a ballot box in each school/work site for voting to begin on Tuesday morning. Participating charter schools will be sent all of the above materials.

Tuesday, April 17<sup>th</sup>: Voting begins.

Tuesday, April 17<sup>th</sup> -Thursday, April 19<sup>th</sup>: Voting period

Thursday, April 19<sup>th</sup>: Voting closes at 4pm.

Thursday April 19<sup>th</sup> by 8 pm: Voting results reported to #RedforEd hotline (602-264-1774 ext. 0) Hotline open 4 pm until 8 pm.

### Voting Procedures

Step 1. Establish an election committee of up to 3 individuals per school or work site to conduct the vote.

Step 2. Off contract time and without using district resources, election committee members print ballots, sign in sheet, a copy of the Know Your Rights sheet, and constructs a sealed ballot box.

- a. The ballot box must be sealed using masking tape that has all the election committee signatures on it.
- b. Expenses for printing ballots and materials can be reimbursed by filling out the election committee report form and attaching receipt.

Step 3. The election committee informs all staff about the election period and the voting location. Election committee places the sealed ballot box, a sign in sheet, a know your rights sheet, and ballots in a secure location in each school or work site.

Step 4: Voting should not interfere with instructional or work time. Voters must sign to receive a ballot. An election committee member must be in possession of the sign in sheets, ballots, and ballot box at all times. If the election committee has an accurate staff list from the district, they may use that as a sign in sheet and have voters initial next to their names in order to receive a ballot.

Step 5. Election Committee counts ballots as a team at the end of the voting period. The counting of the votes shall be open for observers.

Step 6. Election committee reports vote to Local AEA President, and/or District AEU liaison.

Step 7. Local AEA President, and/or District AEU Site Liaison calls the #RedforEd Hotline (602-264-1774 ext. 0) and report results between 4pm and 8 pm on Thursday, April 19<sup>th</sup>. If the voting is conducted at a charter school, a member of the election committee shall report the voting to the #RedforEd Hotline (602-264-1774 ext. 0)

Step 8. Election committee places ballots, sign in sheet, election results and report form in an envelope and submits them to Local AEA President or the District AEU liaison. The Local AEA President or the District AEU liaison submits or mails the envelope to their regional AEA office. If the voting is conducted at a charter school, a member of the election committee mails the ballots to AEA at 345 E. Palm Ln. Phoenix, AZ 85004.

Visit the Arizona Educators United Facebook page and/or the Arizona Education Association website for videos and tips on how to run a secret ballot vote.