

SCTA Election Handbook Online

Prior to Election

- Pick up election materials from SCTA office upon notification.
 - Ballots
 - Ballot envelopes
 - Signature envelopes
 - Signature sheets
 - Voting procedures
 - Candidate information sheets
- Check materials to confirm the correct number of ballot envelopes, signature envelopes and ballots have been provided.
- Review signature sheets to confirm, Teachers, TA's and Aides have been included.
- Review voting procedures and guidelines.
- Make candidate information sheets available for members (i.e., faculty room, SCTA bulletin board).

During Election

- Provide members with signature envelope, ballot envelope and ballot.
- Electioneering should not occur in the vicinity of the voting place. While handling ballots the individual(s) running the election (either at the voting table, handing out and/or collecting ballots) are not to support a specific candidate or influence members to vote a specific way. The individual(s) running the election must remain neutral while handling ballots.
- Electioneering may include but is not limited to: verbalizing who to vote for, providing campaign literature, wearing buttons and or providing other paraphernalia.
- Have candidate information available for member to refer to if needed.
- After SCTA member votes, collect ballot and have member sign signature sheet and signature envelope. Signature sheets cannot be left unattended. Member must sign signature sheet

After Election

1. Before Coming to the SCTA Office

- Envelopes are NOT to be opened prior to counting at the SCTA office. Any ballot opened outside the supervision of the Election Committee is INVALID.
- Compare the signature envelopes with the signature sheet to confirm that each person who signed the signature sheet has a completed signature envelope. This will ensure that for every signature envelope received there is a signature for that member.
- Count the number of signatures on the signature sheet and the completed signature envelopes to confirm that the numbers match. If an envelope has been returned and the member did not sign the signature sheet either seek out the member to obtain his/her signature or consider the ballot invalid.

- All ballots must be returned no later than 4:30 on the last day of the election. In case of any unforeseen delay, please contact the SCTA office (585-1653) as soon as possible prior to 4:30.
- All unopened signature envelopes, signature sheets and extra materials must be returned to the SCTA office.

Election Committee

Valerie Cafarelli
Mario Capitelli
Maureen Hines
Jean Klausz
Kathie Stanford
Cathy Rienth