



Patchogue-Medford Congress of Teachers **Election Procedures**



1. Election Procedures shall be posted permanently in two places in every building.
2. Building reps shall post signs in at least two places the day before the election, reminding people to vote and announcing the polling place. Appropriate places for the sign might be the lunchroom, office, faculty room, and near the sign-in sheet.
3. The polls will open at the end of the school day and remain open for 45 minutes from the dismissal time of the children. If there is a faculty meeting scheduled for the afternoon of an election, the polls will remain open not less than 15 minutes after the end of the faculty meeting.
4. Traveling teachers must vote in the last building they are scheduled in on that day. Part-time teachers who are not in the building at the end of the day will request from their building representative an absentee ballot on the day of the election. Any teacher who will not be in the building on the day of the election must request an absentee ballot no more than 24 hours before the day of the election.
5. Two building representatives, who are not running for office, shall be at each polling place. If a building rep is running for office, an alternate shall be designated to run the election.
6. Members shall initial a roster upon voting.
7. After the polls close, at least two building representatives, who are not running for office, or the designees, will tally all the votes from that building and sign the tally sheet.
8. No telephone tallies will be accepted. Ballots, tallies, and initialed rosters must be brought to the union office by 5:30 PM in order to be counted.
9. If a building representative who is not running for office cannot bring the votes to the PMCT office, he or she shall call the office to indicate who will deliver the ballots.
10. The Election Committee shall consist of three members, one from each level appointed by the President with the consent of the Executive Board.
11. The Committee, with the exception of any members running for office, will be at the PMCT office to recount and tabulate the ballots to verify the results from all buildings. The Election Committee shall also investigate any written complaints about the conduct of an election.
12. Ballots shall remain with the building tally after delivery to the PMCT office.
13. If the total vote separating candidates is 10 votes or fewer, there will be an automatic recount until the same totals occur three times.
14. A candidate or candidate's representative may request a recount up until 7:00 PM the day of the vote.
15. Ballots and tallies will be kept on file for one year in the PMCT office.
16. The Election Committee will report the final results to the Chairperson for Communications on the afternoon of the election. This report will be signed by the members of the Election Committee. The Chairperson of Communications will publish and distribute the results to the membership.
17. If a candidate has a relative in the union, the relative may not handle the ballots, other than casting his or her own vote.
18. Any complaints about the conduct of the election should be forwarded in writing to the chairperson of the Election Committee within two (2) school days following the election. The Election Committee will investigate the matter and make recommendations to the Executive Board for further action.
19. Procedures 1 through 7 will be in effect for Building Representatives election