

STATE ENGINEERING ASSOCIATION

STATEMENT OF POLICY - 9

SUBJECT: Ratification Votes by the Membership

WHEREAS, Article 2, Section 5 (c) of the By-Laws calls for all business before a meeting of members to be decided by a majority of those present at the meeting or by those returning ballots by U.S. Mail; and,

WHEREAS, Article 2, Section 3 (b) of the By-Laws set forth the notification requirements of a ratification meeting and its associated vote, and **

WHEREAS, the Association recognizes it is essential that all members be properly informed of the content of the proposed contract; and,

WHEREAS, the Association recognizes that all members should have a reasonable opportunity to vote on the proposed contract; and,

WHEREAS, the Association members are located at a number of locations throughout Wisconsin and some others may be unable to vote in person; BE IT THEREFORE

RESOLVED that the Association shall conduct ratification votes as follows:

1. Designated voting place(s) for section ratification votes shall be established by each section and the traditional locations are within or near Madison, Waukesha*, Green Bay, Wisconsin Rapids, La Crosse, Eau Claire, Rhinelander and Superior;

2. In order for the Board to call for a ratification vote, it shall have accepted in final form:

- a. Tentative Contract Agreement
- b. Summary of Contract Changes and
- c. Summary of Negotiated Salary Adjustments including classifications affected and modifications to pay ranges, minimums, PSICMS, maximums and benefits.

3. SEA shall mail notice of call for Contract Ratification Vote within 5 working days of Board decision to call for a vote in accordance with Article 2, Section 3 (b) of the By-Laws. The Section Presidents shall also be sent a current list of eligible and ineligible members in section, ballots, copy of the Tentative Contract Agreement and other relevant material for conducting a ratification vote including the items listed below:

- a. Notice for maintaining confidentiality of the Tentative Contract Agreement details.

- b. Summary of contract changes.
- c. Summary of Negotiated Adjustments (see 2. c.) and
- d. Voting procedures including absentee voting process

The above listed notification information including a copy of the Tentative Contract Agreement shall be available for review by all members on the ratification date, during the specified ratification voting time, at the designated polling place(s) for each section.

4. The Section Presidents shall notify the SEA Office within 2 working days of the Board decision to have a ratification vote of the polling location and time of voting for their respective designated polling place.

5. The Board shall allow a minimum of 15 working days between mailing of items specified in 3, and ratification date.

6. The Section Presidents shall be responsible for conducting the ratification vote for the section including:

- a. Distribution and accounting of ALL absentee ballots described in 7, and
- b. Reporting section distribution of absentee ballots and changes to the section membership list to the SEA Office no later than the reporting of the section ratification results specified in 10.
- c. Writing member's name in the upper left hand corner of the envelope to be returned to SEA.
- d. Provide a stamped envelope for this process.

7. Any eligible member must vote at their designated section voting place(s) or, as an alternative, may vote by absentee ballot by asking for an absentee ballot from the respective Section President.

- a. In order for an absentee ballot to be counted, it must be postmarked no later than the date of ratification.

8. Voting at the designated polling places shall be conducted by the respective Section President for the eligible members listed on the section list and new and/or ineligible section members who sign a membership card prior to voting. The voting shall be conducted by secret ballot and one vote allowed for each member.

9. The SEA office shall maintain a current list of eligible members, members who have signed a membership card, and ineligible members, members who have not signed a membership card, by section.

10. Section Presidents shall be responsible for reporting to the SEA Office, by phone, by 8:30 p.m. of the day of the polling the section's certified ratification results. A final tally will not be given until official absentee ballots are counted according to 7. a.

11. Section Presidents shall be responsible for sending to the SEA Office by certified mail on the following work day or by hand delivery to the SEA Office on the following three work days:

- a. all counted ballots, unused regular and absentee ballots,
- b. signed enrollment cards of new or ineligible members who voted, list of eligible members who voted and eligible members who received an absentee ballot,
- c. certification of ratification results.

12. All designated voting places shall be open a minimum of 2 hours on the day of the ratification vote.**

ACCEPTED AS STATEMENT OF POLICY
EFFECTIVE June 22, 1985 BY
BOARD OF DIRECTORS

*Amended August 10, 1985 (changed Milwaukee to Waukesha)
**Amended November 9, 1985 (changed from five to ten days notice)
Amended November 9, 1985 (changed from between 6 and 9 p.m. to a minimum of 2 hours)

Statement of Policy revised and accepted April 11, 1992 by Board of Directors

Statement of Policy revised and accepted April 16, 1994