

Confirming Nominations Ballots

- 1) Open all returned envelopes (envelopes can be discarded);
- 2) Alphabetize all nominators, verify union membership (disqualify those that cannot be verified);
- 3) Disqualify ballots that are unmarked, unclear as to intent and/or do not give the required nominee contact information;
- 4) Record all eligible nominees;
- 5) Contact nominees to confirm their wish to be a candidate for any of the four UFCT executive positions: president, vice-president, treasurer and secretary. Request and give said candidates the election committee's deadline for a half-page written election statement;
- 6) Notify membership of nominees;
- 7) Craft and send elections ballot to all UFCT dues paying members.