

2019 OFFICIAL SECRET BALLOT ELECTION RULES

1. **Spoiled or No Receipt of Official Ballots** – Any member in good standing who has not received an official ballot in the mail at home by **Friday, June 7, 2019**, or any member in good standing who spoils a ballot may request a new official secret ballot by requesting replacement by calling AAA Duplicate Hotline 1-800-529-5218, Monday through Friday, 9:00 a.m. to 5:00 p.m. This number is to be utilized only for duplicate ballot requests. Members may also make requests by emailing such requests to Sacha Ulerio at ulerios@adr.org. Voters are asked not to call **prior to June 9, 2019** to allow sufficient time for the delivery of all packets. The American Arbitration Association will mail an official AAA replacement secret ballot to member's home address as indicated on the NTU membership list. Only the official AAA replacement secret ballot will be counted. The Election Committee shall keep a list of those voting members who have requested a second ballot. **Monday, June 10, 2019 will be the last day for requesting AAA to forward a replacement ballot.**

2. **Candidate inspection of the Newark Teachers Union membership list** – Candidate inspection of the Newark Teachers Union membership list shall be permitted at the Newark Teachers Union, 1019 Broad Street, Newark, New Jersey 07102, on ~~Friday, May 10, 2019 and Friday, May 17, 2019 from 4:00 p.m. to 6:00 p.m.~~. The membership list may be inspected but not copied by any means. The Elections Committee will seek to answer any questions regarding the NTU membership list and eligibility to vote by NTU members. Any candidate who wishes to inspect the membership list should contact the Election Committee or NTU secretarial staff at 973-643-8430. Subrina Screven is the custodian of the membership list.

3. **Mailing of Campaign Literature** – Individual candidates and/or slate(s) seeking to mail campaign literature to NTU members shall utilize the services of Hummel Integrated Marking Solutions whereat the official NTU membership mailing list is maintained during the NTU 2019 Election of Officers.

No candidate(s) and/or slate(s) shall seek a copy of the NTU membership mailing list in any form or media. The NTU membership mailing list is a confidential document and all candidates must insure its confidentiality.

It is the responsibility of the candidate(s) and/or slate(s) to contact Hummel Mailing House and establish costs, times frames, postal requirements, etc., immediately upon receipt of these rules in order that the candidate(s) or slate(s) may facilitate their membership mailings. Please do **so early** to insure that your mailings are sent and received by Newark Teachers Union members in accord with your schedule.

The NTU is not responsible for any issues related to costs, payments, timeframes, mailings, etc., associated with utilizing Hummel Mailing House. This is the sole responsibility of candidates or slates.

Hummel Contact: Tina Palmarozzo, 850 Springfield Road, Union, New Jersey 07083, (tel) 908-688-5300 ext. 200, fax 908-688-6020, www.hummelsolutions.com. Please make sure you contact with Ms. Palmarozzo immediately upon your receipt of these rules to establish your mailing schedule.

4. **Election Complaints and Challenges** – Election complaints or challenges by members or candidates shall be addressed either by letter or fax (973-242-5880) to the **Newark Teachers Union, Local 481, 1019 Broad Street, Newark, New Jersey 07102, Attn: Election Committee**. After review by the Election Committee, a reply by email or by letter to any complaint will be made within 48 hours of receipt of complaint. If a candidate or voter seeks a review of the decision of the Election Committee a request must be made either by fax (973-242-5880) or by letter within 24 hours after the receipt of the Election Committee's initial decision. The entire Election Committee will then review the complaint and the initial decision and accept or reject the initial Election Committee's decision within 48 hours or give notice of such to the complainant. The decision of the Election Committee shall be final and further appeal may be taken to the Executive Council of the American Federation of Teachers pursuant to **Article VI, Section 14(b)** of the A.F.T.'s Constitution c/o American Federation of Teachers, AFL-CIO, 555 New Jersey Avenue N.W., Washington, D.C. 20001 c/o The Executive Council, (202) 879- 4400.

5. **Prohibited During Elections** – Candidates are prohibited from using employer or union funds including facilities, equipment, supplies and campaigning on time paid for by the employer or union to support any person's candidacy in a union officer election. Use of any official NTU logo or representation suggesting endorsement by NTU is also prohibited. We respectfully request that school teacher mailboxes not contain campaign literature in order that the District or Administration not be accused of participating or favoritism in a Union election which can be the basis for an unfair Labor charge and litigation.
6. **Mailing of Ballots at AAA** – Candidates may be present at the mailing of ballots from the American Arbitration Association (AAA) offices on **Wednesday, May 29, 2019**. Please call the American Arbitration Association (AAA) at 212-484-4136 to ascertain the time and procedure for the mailing by AAA.
7. **Deadline for Receipt and Return of Official Secret Ballot to AAA** – **Friday, June 21, 2019 at 5:00 p.m.** is the deadline for receipt and return of official secret ballot to the American Arbitration Association, 120 Broadway, 21st Floor, New York, NY 10271, 212-484-4136.
8. **Deadline for Receipt of Election Complaints by NTU Election Committee** – The deadline for receipt of election complaints by NTU Election Committee is **Friday, June 21, 2019 at 5:00 p.m.**
9. **Opening and Counting of Ballots** – Candidates are urged to attend the ballot opening and counting which shall take place on **Thursday, June 27, 2019 at 10:30 a.m.**, at Optimum Solution Corp. (OSC), 170 Earle Avenue, Lynbrook, NY 11563. You may contact OSC at 516-247-5300 for directions.
10. **Voter Intent** – The AAA shall determine the intention of each voter as marked on a returned official secret ballot. Deference will be given to the determination of the AAA because of their longstanding knowledge and expertise of the secret ballot mail-in process and elections.
11. **Election Rule Changes and/or Clarifications** – The Election Committee may issue additional rules or clarifications as needed during the nomination and election procedures and time periods. Eligible candidate(s) and slate(s) of candidates will be notified in a timely manner of any change(s) or clarification(s) regarding the nomination/election process. The Election Committee will attempt to be available to assist any member or candidate inquiry in order that the 2019 NTU Election is fair and equitable to candidates and the Newark Teachers Union Membership. If any dates have to be changed, notification will be given to all candidates and slates. The Election Committee will prepare nomination forms which will be available in advance of the **April 29, 2019 Nomination meeting** for those who want them. The nomination forms can be picked up at the office of Subrina Screven, NTU, 3rd Floor. A nomination form is also enclosed. The completed form may then be utilized **at the nomination meeting** to facilitate the nomination process. Candidates need not pick up the nomination forms in advance and may utilize the forms available at the Nomination Meeting.

We thank you and seek to cooperate with all candidates and slates.

In Solidarity,
Moises Vazquez, 2019 Election Committee Chairman
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Robert Alvarez, 2019 Election Committee
201-424-5067
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Albert Nguidjol, 2019 Election Committee
201-936-3670
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In the event you are unable to reach either of the three (3) Committee Members, please contact Subrina Screven at (973) 643-8430 or by email at sscreven@newarkteachersunion.com who will forward your concern(s). Please document by email your requests to the Election Committee and Ms. Screven.