

**SPECIAL PROCEDURE
FOR
DETERMINING ELIGIBILITY: NON-TITAN LOCALS**

Before Count Day: Prepare an Eligibility Roster.

Not more than one business day prior to the date of the count, an Eligibility Roster should be prepared by the Membership Department. This roster should include the same categories of members as the roster that was used to mail ballots to the members of the local, which includes:

Active Members	Officer	Stewards	Cash Dues Members
New Applicants	Alternate Stewards	Casual	Unlisted on Checkoff

And should include fields that identify whether the member is a cash dues payer or a checkoff payer, that identify the member's employer that provide the member's initiation date and the date through which the member's dues are paid.

At the Count:

- Verify eligibility by comparing the information on the returned envelopes with the data on the Eligibility Roster. This is a two person job—one calling information from the envelope and the other using the Election Roster. Depending on the number of ballots, you may want to cut and divide the Election Roster itself. This way you can set up several workstations.
- Under the *Election Rules*, a member is eligible to vote if the member's dues are paid through the month prior to the month in which the ballot count occurs. The person checking the roster will look at the field which contains the member's "paid through date" and if that date is the last day of the month prior to the month of the count, the member is eligible to vote and the checker will say aloud that the member is "Eligible" at which time the letter "E" will be written on the envelope. If a member's paid through date is a date prior to the last day of the previous month, eligibility is uncertain and the checker will announce that the member is "Challenged," at which time the letter "C" will be placed on the envelope. The envelope containing the challenged ballot should be put in a container and kept separate from the ballot envelopes of eligible members
- In addition to marking the envelope, the checker must mark the Election Roster with either a check mark in the left column or placing a highlighted line through the member's name to indicate a ballot was returned from that member.
- You may come upon envelopes that appear to have been opened and resealed, or where the required voter identification labels have been destroyed or obliterated to the point where there is not enough information to determine if a voter is eligible. Mark such envelopes "VOID" and set them aside in a container that is separate from either Eligible

or Challenged ballot envelopes. Do not be concerned with whether an envelope has a postmark, as many will not contain post marks and others will have them but they will be unreadable.

- You may also come upon envelopes where you cannot locate the member's name on the roster. Mark such envelopes as "Challenged" and place them with the other Challenged ballot envelopes..
- If more than one ballot is returned by the same member, the ballot with the latest postmark is allowed to continue through eligibility processing while the other ballot is marked "VOID" and set aside. If there is only one ballot with a legible post mark or neither has a legible postmark, void and set aside both ballots.
- At the conclusion of the eligibility check, you should have all your envelopes divided into one of three categories: ELIGIBLE, CHALLENGED or VOID.