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TO: Head Association Reps
FROM: ETA Election Committee
RE: **ETA Officers, Section Directors, Instructional Council, Special Education Committee, and NEA Delegates**
DATE: November 16, 2022

The election of IEA-RA Delegates will be held **Tuesday, November 29, 2022**. It is important that the following procedures be strictly adhered to in order to conform to Department of Labor guidelines. Position on the ballot was determined by lot.

Voters **MUST** use a #2 pencil when marking their ballot.

1. The ETA Rep must initial the affidavit after handing the voter a ballot.

2. Marked ballots should be inserted in the ballot box. Please do not fold scantron ballots more than once. Pens/markers are not picked up by the scantron.
3. **The ballot box must be in the possession of an Association Rep at all times.** It is acceptable to rotate the box among the Reps during the day, as long as the box is in an Association Rep's possession. The box may be in the library, lounge, a classroom, etc., as long as a Rep is there. If more than one location will be used, it would be helpful to the members if you included the information in your school's daily bulletin or in the election notice to your Members.
4. It is permissible to seek out and distribute ballots by hand to the members as long as they sign the affidavit. Do *not* put ballots in the mailboxes.
5. Voting hours begin 1/2 hour before the school day and end 1/2 hour after school. Please adhere to these voting hours.
6. Ballots must be returned to the ETA office **with signed affidavits/building list** by **5:00 p.m., Tuesday, November 29, 2022**.
7. The guiding rule is that the ballots must be in someone's possession at all times, either the voter or an Association Rep.
8. Please return all unused ballots.
9. Absentee voting will take place at the ETA office on **Monday, November 28** and **Tuesday, November 29, 2022**, between the hours of 8:30 a.m. and 5:00 p.m.

*An example of a write-in vote is shown on the sample ballot printed on the back of this sheet.
It is imperative to indicate the position number AND candidate's name for any write in.*