



## Sample Ballots

### A. Competitive Ballot

At a large school with a competitive election the double envelope method assures both a secret ballot and the integrity of the process.

| <b>Ballot</b>   |  |
|---|--|
| <b>Voting Instructions:</b>   |  |
| 1. Mark your ballot.  |  |
| 2. Put it in the small envelope to insure secrecy.  |  |
| 3. Put the small envelope inside the larger one; seal it and sign your name.  |  |
| 4. Put your ballot in the locked ballot box _____ (clear description of where and by precisely what date and time).   |  |
| <p style="text-align: center;"><b>Union Building Committee</b></p> <p><b>Vote for not more than</b> _____</p> <p>_____ Candidate A      _____ Candidate C</p> <p>_____ Candidate B      _____ Candidate D</p> | <p style="text-align: center;"><b>Building Representative</b></p> <p><b>Vote for one</b></p> <p>_____ Candidate X</p> <p>_____ Candidate Y</p> |

### B. Non-contested election

If the number of nominees equals the number of positions agreed on, *and* there is only one candidate for Building Rep, this ballot gives members the opportunity to confirm the nominees. Even in this circumstance *some schools use the double envelope ballot.*

| <b>Ballot</b>   |                                    |
|---|------------------------------------|
| Dear Colleague:   | Month/Day/Year                     |
| The following Union members have accepted nomination for Union Building Committee. They need to be confirmed by your vote. After casting your vote please place this ballot in Ms./Mr. _____'s mailbox no later than _____ (date and time). |                                    |
| <b>Nominees</b>   | <b>Yes                      No</b> |
| Building Rep:   |                                    |
| Union Building Com.   |                                    |
| First nominee   |                                    |
| Second nominee  |                                    |
| Etc. to the number of nominees.   |                                    |