

Secret Ballot Vote

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025-004-090

TO: EMPLOYEES affected by a VOTE
FROM: Labour Relations Board (Nova Scotia)
RE: Procedure for **SECRET BALLOT VOTE** of Employees
conducted by the Labour Relations Board

All employees are entitled to vote but not required by law to do so. If you are unsure whether you would be considered part of the bargaining unit, vote anyway. Provisions have been made to remove and destroy ballots of employees who are not part of the bargaining unit.

Voting is by secret ballot. The Board has made special arrangements to ensure secrecy and allow everyone the opportunity to vote as follows:

1. A Returning Officer of the Board supervises the vote at the time and place stated in the Notice to Employees.
2. Scrutineers are appointed by the parties to ensure proper conduct of the vote and to assist in the identification of employees.
3. The ballot is marked in private.
4. The ballot is identical to the sample ballot on the Notice to Employees.
5. Mark "X" in the appropriate square on the ballot indicating your choice or wish.
6. Refold the ballot and seal it in the plain envelope provided. There must be no marking on this envelope.
7. Return the sealed envelope to the Returning Officer.
8. The Returning Officer will place your envelope in a second envelope with your name on it and then deposit it in the Ballot Box.
9. Upon completion of the vote, the ballot box is sealed and returned to the Labour Relations Board office in Halifax. The Labour relations Board must approve the counting of the vote which takes place at a later date as described below. In the case of revocation votes, the ballot may be counted at the conclusion of the vote.

VOTE COUNT PROCEDURE - SECRECY WILL BE MAINTAINED WHEN THE VOTE IS COUNTED.

1. Board staff count the vote in the presence of scrutineers representing the parties. Only votes of employees determined by the Board to be properly in the bargaining unit will be counted.
2. Ballots that are to be excluded will not be opened and will be destroyed by the Board staff member.
3. Eligible ballots are counted in the following manner :
 - The outside envelop bearing the name is opened and the plain unmarked envelope is put back in the Ballot Box;
 - The ballots are removed from the plain unmarked envelopes and put back into the Ballot Box;
 - The ballots are then removed from the Ballot Box and counted.

The Board uses this lengthy counting procedure to ensure the secrecy of your vote and to allow every employee an opportunity to vote. All of the above procedures take place under Board supervision.