

## MAIL-IN REPRESENTATIONAL VOTE PROCEDURE

---

### Certification Vote

1. The mail-in vote is designed to ensure that the individual wishes of the person casting a ballot are never made known to persons opening and counting the ballots.
2. With this instruction sheet, the voter also receives a cover letter, a ballot, a white envelope, a small brown envelope, and a larger pre-addressed envelope to return a marked ballot to the Labour Board.
3. The voter should read the ballot carefully, and mark their choice/wish with an “X” in the appropriate square on the ballot using the pencil provided. The voter should mark their ballot in private.
4. The Labour Board uses a two envelope system. The voter must place their marked ballot in the small brown envelope and seal it. There must be no marking on this envelope. The voter then places the brown envelope in the white envelope and seals the white envelope. **The voter must sign (write and print) their full name in the blank space on the white envelope which states the voter has marked the ballot without any intimidation or coercion.**
5. The voter must place the signed white envelope in the larger brown envelope, which is stamped and pre-addressed to return the ballot to the following address:

PNS LABOUR BOARD  
304-1601 LOWER WATER ST.  
HALIFAX, NS B3J 3P6

6. **The voter must return the package to the Labour Board by Xpress post and the package must be postmarked no later than 14 calendar days after date the voter receives this instruction sheet.**

**Note:** Please be aware that if you place the return package in a mailbox rather than returning through a post office, there may be some delay in the mail being collected and may result in the package being postmarked outside of the required date.

7. The eligible ballots cast will be counted in accordance with the Labour Board’s instructions and procedures. Voters will be notified of the result of the vote count by one of the parties.