



# **2016 ELECTION PROCEDURES**

## **GUAM FEDERATION OF TEACHERS**

1. Voting will take place on Saturday, March 19, 2016, 6:00 – 8:00 p.m. at the Hotel Nikko Guam.
2. Absentee voting will occur at the GFT office in Mangilao from Tuesday, March 15 – Friday, March 18, 2016 between 8:00am to 5:00pm.

“A member who is in good standing (as evidenced by the Membership Roster) and is eligible to vote, but is unable to vote at the polling station on the scheduled day of the election, may vote by absentee ballot only within four days preceding the official election day on Saturday, March 19, 2016, between the hours of 8 a.m. and 5 p.m., at the GFT office in Mangilao.” – GFT Articles of Incorporation and By-laws

3. There shall be absolutely no campaigning or printed campaign materials within 100 ft. of the polling sites on the Election Day.
4. If a candidate is found in violation of rule #3, the election commission may declare the candidate ineligible for the position.
5. The Election Committee will conduct the election within the guidelines of the GFT Articles of Incorporation and By-Laws with the help of the GFT office staff.
6. Anyone who is a member in good standing on or before January 15, 2016 shall have the right to run for office.
7. Any voting member who has been in good standing on or before March 19, 2016 may support and campaign for the candidates of their choice and vote in the election.
8. Each candidate may inspect the GFT Membership Roster just once within thirty calendar days prior to the election, but no candidate is entitled to receive a copy of the GFT Membership Roster.

The GFT Membership Roster shall be available for inspection at the GFT Office between 8 a.m. and 5 p.m. on each business day within the thirty calendar days before the election. Upon request, the GFT Office staff shall allow the candidate to inspect the Roster.

If the Election Committee discovers that a candidate has used a “personal” membership list that was created or obtained as a result of the candidate (or a supporter) serving as a union officer, then the list must be made available to all other candidates.

9. Each member in good standing (as evidenced by the membership list) will be given a ballot with candidates listed for the at-large offices. If for some reason, the member is unknown to the precinct official, the member will provide identification by presenting a photo I.D. The member will initial the membership list indicating that he/she has received the ballot. After filling out the ballot, the member shall place it in a GFT stamped envelope, and then place the stamped envelope in the manila envelope or ballot box.

**Procedures for Voting:**

- A. Voter presents identification and initials the membership list.**
  - B. Responsible Union Member issues ballot and stamped envelope.**
  - C. Voter marks ballot and places ballot in the GFT stamped envelope.**
  - D. Voter places stamped envelope in the manila envelope or ballot box.**
10. Anyone who claims to be a member and is not listed on the membership roster may vote. The voter shall seal his/her ballot(s) in stamped envelope; stuff the stamped envelope that indicates their name, signature, and worksite. The pollster will mark the outer envelope “CHALLENGE” (if not already so marked). The outer envelope will be opened at the GFT office after the eligibility of the person is determined. The stamped envelope containing the ballot will be co-mingled with all other stamped envelopes.

**Procedures for Challenge Ballots:**

- A. Voter prints and signs name on the membership list, worksite, mailing address, and position title.**
  - B. Voting site Responsible Member issues ballot and stamped envelope.**
  - C. Voter marks and places ballot in a GFT stamped envelope.**
  - D. Voter places GFT stamped envelope inside the “Challenge” envelope with name, signature and worksite.**
11. Any member who wishes to be an observer, candidates must have their observers sign the “Observer Permission Form” available in the GFT Office and submit the signed form to the election Committee via the GFT Office Staff by 5 p.m. Friday, March 18, 2016, before the election day. Failure to submit the signed form within the time limit shall disqualify that person from being an observer. Such registration must include the member’s name and where (the voting station) he/she will be observing the election process.
12. If any member wants to challenge the certified results of the election, they may do so. The member shall submit the challenge, in writing, to the Election Committee via the GFT Office Staff no later than 5 p.m. of the second business day following the GFT Executive Council’s publishing of the certified election results. The written challenge must contain the specific reasons for the challenge or the Election Committee will not consider it. The Election Committee shall issue a final ruling on the challenge no later than 5 p.m. of the second business day following receipt of the challenge.

If any member wants to challenge the final ruling of the Election Committee, then he or she may file an appeal with the AFT Executive Council. Such an appeal must occur within three business days of receiving the decision from the Election Committee.

If any member wants to challenge the final ruling of the AFT Executive Council, then he or she may file an appeal with the Guam Superior Court in accordance with the provisions of the Title 18 Guam Code Annotated, Division 1, Part 1, Chapter 2, Section §2212.