



BRANCH: _____

MAIL-IN BALLOT NOTIFICATION

Instructions

- To be completed by the NEC.
- Please **email (reps@ciu-sdi.ca) or fax (613.723.7895) a copy of this form to the CIU N.O. by October 9, 2017, noon EDT.**

Will mail-in ballots be used for the Branch Elections?

- Please check: Yes, mail-in ballots **will** be used No, mail-in ballots **will not** be used

If YES:

- Please follow the timetable outlined in the Branch Elections Kit Document #3, *Elections Timetable – Mail-In Ballot Schedule*.
- Indicate whether the ballots are to be mailed out by the CIU National Office or by the Branch NEC.
Please check:
 - Ballots will be mailed out by the CIU National Office
 - Ballots will be mailed out by Branch NEC
- In both cases, it is understood that the Branch will cover postage costs: _____

Signature of Branch NEC Chair or Secretary

If NO:

- Please follow the timetable outlined in the Branch Elections Kit Document #2, *Elections Timetable – No Mail-In Ballot Schedule*.

Branch Rules, Rule 12, Section 22, prescribes that:

(1) Mail ballots must:

- Be mailed out/distributed by the end of the seventh day of the three-week voting period;
- Use the double envelope system instructing:
 - Voters to place their returning address only on the outer envelope;
 - The NEC to open all outer envelopes and place all inner envelopes unopened together at the same time;
 - The NEC to open all inner envelopes at the same time and only when ballots are counted;
- Be post-marked by the last date of the three-week voting period; and
- Be received by 5:00 p.m. local time on the last date of the mail-in ballot waiting period.

Branch Rules, Rule 12, Section 23, Sub-section (a), prescribes that:

The NEC shall assume all responsibilities for carrying out the electoral process as follows and in keeping with the election timetable established by Section 20 of this Rule:

(a) Mail Ballot

As its first order of business, the NEC shall:

- Advise the CIU National Office whether or not any vote shall be conducted by mail ballot, and
- If mail ballot method is used, whether the ballots are to be mailed out/distributed by the CIU National Office or by the NEC (Branch to cover postage costs).

Date received at the CIU National Office [YYYY-MM-DD]: _____