



2021 ELECTION COMMITTEE

AMALGAMATED TRANSIT UNION, DIVISION 757

Dear Union Brothers and Sisters:

On Wednesday, June 16th, 2021, the ballot tally for the 2021 ATU 757 Officer Election will be held in the Monarch Hall event space at the Monarch Hotel and Convention Center located at 12566 SE 93rd Avenue, Clackamas, Oregon 97015. Members are permitted to observe the vote count and the retrieval of the ballots from the post office.

If you wish to observe the retrieval of the ballots, please arrive at Portland's Main Post Office located at 745 NW Hoyt Street, Portland, Oregon 97208, by 9:00 a.m., June 16, 2021. The ballot tally will begin once the ballots are retrieved and transferred from the post office to the Monarch Hotel.

In preparation for setting up the tally room, we need a headcount. Capacity has been set by the venue at 50 people. If you are planning to attend, we ask that you notify the Election Committee by 4:30pm on Monday, June 14th, 2021. You may contact the Committee via email at atu757election@atu757.org or by telephone at 971-865-7986.

Please review carefully the Rules for Observers and the ATU Ballot Count Process included with this notice. Both of these notices will also be posted and available to all the day of the ballot tally.

Thank you in advance for your cooperation.

In solidarity,

Michael Hartig
Chair, 2021 ATU 757 Election Committee

RULES FOR OBSERVERS

- **ELECTRONIC RECORDING DEVICES of any kind** are NOT allowed in the Tally Room. There will be a claim check for electronic devices but observers are encouraged to leave them in their vehicles.
- Observers must follow all COVID-19 protocols required by the venue.
- All observers must sign in.
- All observers must remain within the area designated for observers.
- If the room becomes too crowded, one observer per candidate will be allowed inside.
- Observers may address questions only to the Chair or his designee during the tallying of ballots.
- Observers should limit noise and step outside the room to carry on conversations.
- Observers may not wear campaign buttons, stickers, or other campaign apparel, distribute literature, or engage in campaign activities inside the tally room, including conversations about candidates or the election campaign. The tally room should remain a neutral environment to ensure the integrity of the process.
- Observers may not touch or handle ballots at any time.
- Observers may not interfere with the tally process except as stated above concerning the asking of questions.
- If observers have any concerns during the tally of ballots, they should notify the Election Committee Chair immediately so that any necessary corrective action can be taken.
- **Observers who fail to follow the rules and threaten to disrupt the process will be asked to leave.**

BALLOT COUNT PROCESS

For your information, the following will be the counting procedures for the 2021 ATU 757 Officer Election. Observers who wish to examine the member list must do so prior to the date of the ballot count.

1. Ballots are collected and placed in view of observers.
2. Registration of each ballot is verified by scanning the barcode showing through the window of the return ballot envelope.
3. Return ballot envelopes are opened, and separated from secret ballot envelopes.
4. Secret ballot envelopes are opened, and separated from ballots.
5. TrueBallot personnel use a high-speed optical scanner to image, process, apply rules (i.e., vote for one candidate), and read out interim results. (If necessary, ballots may be audited on a large screen.)
6. A final tally will be read aloud by the election Chair.
7. At the conclusion of the process, TrueBallot certifies the results along with a written report. The network server writes the original data to CD-ROM. This provides a permanent, archived record of the original data, which can be reproduced but cannot be altered. This ensures the integrity and viability of the data.

FACILITY MAP

The ballot count will be held in the Monarch Hall. We recommend parking in the south lot (seen at the left of the map).

