



AUSTIN POLICE ASSOCIATION VOTING AND ELECTION PROCEDURES: 2008

The following are procedures employed by the Austin Police Association for the upcoming 2008 contract ratification. All voting will be held by electronic means approved by the APA Board of Directors.

A. Authority to Promulgate Rules

Pursuant to Article IV - Section 23 of the APA Bylaws, the Austin Police Association Board of Directors has appointed Sgt. Tim Kresta as the APA's Election Chairman. Sgt. Kresta will carry out the day to day responsibilities of the 08 Contract and 08 APA Board elections. Voting will be conducted in days and times predetermined and announced by the election chair and certified by the APA Board of Directors. The APA Board of Directors has the authority to adopt rules and regulations governing the election.

B. Election Responsibilities

The Election Chairman shall have the following responsibilities with respect to the upcoming contract and board elections:

- (1) Notify the APA Board of Directors of dates for election for contract ratification.
- (2) Notify the APA Board of Directors of dates for election of all contested board positions.
- (3) Supervise the election process and enforce compliance with the election rules and procedures.
- (4) Upon the completion of the election period, certify the results of the ballot count and report results to the APA Membership by means of APA's Website.
- (5) The Election Chairman is prohibited from campaigning.

C. 2008 Contract Ratification Election

1. Notifying Members

It is the responsibility of the Austin Police Association to provide the independent balloting company of VR Election Services with current postal addresses of all APA members with voting rights. All efforts were made to locate corrected mailing addresses from all active APA members as of August 1, 2008.

A list of the addresses used for voter packets will be retained in the administrative office of APA's Executive Director.

2. Election Timelines and Voting Method

➤ Contract Ratification – Voting Schedule and Method

Contract ratification for the Meet and Confer Contract between the City of Austin and the Austin Police Association – contract period 2008-2012 – will be held by electronic means through the independent balloting company of VR Election Services. The electronic voting begins at 8:00 a.m. CT on September 12, 2008 and ends at 5:00 p.m. CT on September 18, 2008. Results will be available almost immediately by the balloting company and results will be posted on APA's Website as soon as reasonably possible.

3. Ballot for Contract Ratification

1. The ballot will contain the length of the contract period and the option for members to vote FOR or AGAINST.

5. Balloting – Contract Ratification

1. The independent balloting company of VR Election Services will be responsible for mailing all voter balloting packets to all APA members who are eligible to vote. Voter packets will be mailed by U.S. Postal Service with first class postage One day prior to the first official day of voting and will contain voter instructions and a voter identification number (PIN). Voter information will be placed on a standard 8-1/2 x 11 paper and inserted into a #10 standard mailing envelope with

**AUSTIN POLICE ASSOCIATION CONTRACT RATIFICATION
INFORMATION ENCLOSED printed on the envelope.**

2. **Members have the option of voting by either internet or by touch-tone phone. Members can vote using their own Internet browser or any APD computer with internet access. Chief Acevedo has approved members voting on duty as long as it does not interfere with the performance of their official duties. Members who do not have access to a computer with internet access can come to the APA office where a designated computer will be setup for official voting. Members MUST use their assigned personal identification pin numbers and password to be able to login and cast their votes. Members must follow all instructions exactly for successful electronic voting.**
3. **All voter packets returned to the independent balloting company by the U.S. Postal Service with a good forwarding addresses will be automatically readdressed and sent to the new address. Address corrections will be sent electronically to the APA for database update.**
4. **All voter packets returned to the independent balloting company by U.S. Postal Service without a forwarding address will be held for a good address. In the event the voter packet cannot be mailed in time for the member to vote the member will be contacted and allowed to pick up their voter packet in the APA office and vote at APA's official voting computer.**
5. **In the event of a lost voter packet, members will be allowed to vote via the APA office by signing a designated roster and issued a personal identification number by calling VR Election Services. VR Election Services will first check their database to verify that the member has not yet voted before issuing a pin number. In the event their database verifies that the member has voted and the member is adamant that they have not voted, the member will be allowed to vote by paper ballot and the APA office will retain the voted ballot for the Election Chairman to determine the inclusion of the voted ballot.**

E. Responsibilities of Verification

- 1. It will be the responsibility of the independent balloting company to tabulate the election results.**

- 2. It will be the responsibility of the Election Chairman to obtain and verify the election results at the close of the election cycle.**

- 3. The independent balloting company will provide a certification of election results to the Election Chairman who will post results on APA's Website for the membership to view. All materials will be kept for a period of 90 days from the conclusion of the election for examination.**