

Appendix 13 Ballot Reissuing Protocol and Table

Please only start reissuing ballots on the 1st of Sept. Every time you issue a ballot you MUST write down the Pin Number (the 11 digit alpha numeric code associated to the barcode) and all the fields for any given ballot. You will then give me this table - I would prefer to get this table each week. If the info on the table is incomplete I cannot activate the barcode to be counted in the final count.

1. Time line for reissuing via post (sent from the station first class)

*SEPT 1st to SEPT 25th - You can issue ballots via post or in person (in person issued by you ONLY - do not leave ballots at the reception)

* SEPT 25th to 30th - You can issue ballots in person only as it is possible that via post will not arrive on time. The individuals should come to the station and get a ballot from you ONLY.

2. Time line for receipt of ballots

* NOW till SEPT 27th - Any ballots that arrive at the station must be sent to the POBOX. Please let the reception know that they should not accept any ballots at the reception. Any envelopes which may be ballots should be sent to the POBOX. The Reception should not accept incoming ballots as there is not secure way of storing them.

* Sept 27th till Midnight Sept 30th - It will be necessary to set up a system to accept ballots at the station as people who send their ballots in may not arrive on time at the POBOX in order to be counted. You can set up a lock box which needs to be monitored and secured. You may ask - why can't we do this for the whole month? It is less likely for ballots to be lost/thrown out if we reduce this window of time to 3 days rather than 1 month. THE POBOX is the only really secure way to accept ballots unless of course you are receiving them in person 24 hours of the day (which is not possible).

3. Verify the membership status of each individual who will get a reissued ballot *when possible* - we will be "inclusive" giving the voter the benefit of the doubt (issuing the ballot) when their status is unclear. We can always invalidate a ballot after the fact so long as we keep track of how and why a ballot was issued to the individual in the first place

- If not on the original list (remember the lists you submitted to me)- then ask the membership department to look into the individual's record - there may have been a mistake on their part with respect to late deposit of their payment etc.

- If volunteer hours claimed - ask them to give you dates/times (approximate) of the work they performed and then verify with the volunteer coordinator. If the volunteer coordinator can't remember - issue them a ballot and make a note of this. I will then make the call at the end as we can always invalidate a ballot after the fact if the person is not found to be a voting member.

- FOR STAFF - the process is similar - but there may be more grey areas - especially when it comes to unpaid staff versus volunteer listener member - as well as paid staff but not payroll staff. Forward any problematic situations to me and we can deal with this on a case by case basis.

