

- 34** **BALLOT PREPARATION:** The ballots, in all cases, are prepared and secured by the agent. The agent may **not** permit anyone to handle any ballot except the individual who casts that ballot.
- 34.1** **Question(s) on the ballot:** The question(s) on the ballot conform to the Election Agreement, Decision and Order and Direction of Election, or Direction of Election. The choices on the ballot are also dictated by the Election Agreement, Decision and Order and Direction of Election, or Direction of Election ([CHM 28](#)).
- 34.2** **Shortened name request:** As discussed in [CHM 28.18](#), the correct and complete name(s) of the labor organization(s) is (are) inserted in the paragraph headed “Wording on the Ballot” in Item #8 on FLRA Form 33. If a shortened name is requested, it is shown *in addition to* the full name and is placed in parentheses. **The wording on the ballot will reflect the wording on the Certification of Representative, if one issues.** Where there is only one labor organization on the ballot, and the question asks for a “yes” or “no” response, the name of the labor organization is placed next to the heading “first” in the election agreement.

NOTE: the name of the agency and/or activity as it appears in the unit description also appears in the caption on the ballot ([CHM 28.18.1](#) - also includes a definition of “agency” and “activity”).

In a unit consolidation election, the correct and complete name of the agency and/or activity and the labor organization(s) are inserted in the paragraph discussing the effect of the vote. This wording is used on the ballot and will reflect the wording on the Certification of Representative, if one issues.

- 34.3** **Places on the ballot:** Where two (2) or more labor organizations are on the same ballot, the position of their names on the ballot is generally determined by agreement of the labor organizations involved. The petitioning labor organization does not enjoy any special privilege or preference in determining position on the ballot. If the labor organizations are unable to reach agreement, they may resort to a toss of the coin, drawing of lots, etc., absent which, the matter is decided by the Regional Director.

The wording of the negative choice on the ballot depends upon the number of labor organizations appearing on the ballot:

- a. Single labor organization -- “Yes” and “No” choices;
- b. Two labor organizations -- The name of each and a “Neither” choice;

or

- c. Three or more labor organizations -- the name of each and a “No Union” choice.

There is no fixed position for the negative choice on a ballot when there is more than one labor organization, and, therefore, its place is determined as part of the sequence of choices reading from left to right on the ballot. See also [CHM 28.18.2](#).

- 34.4 Ballot formats:** Examples of the variations in the ballot(s)'s format required for different types of elections are set forth in Figures B28.17A through B28.17C and Figures B34.2A through B34.2G. Each ballot and its use is described below. Note the cross reference to the appropriate sections of [CHM 28](#) that discuss the units and the effect of the vote.

| Ballot | Use and Cross Reference to <i>CHM</i> |
|-------------------------|--|
| B28.17A | Yes/No ballot for a unit consolidation election - CHM 28.17.5a |
| B28.17B | Ballot for pros in a unit consolidation election where nonpros are not voting - CHM 28.17.5b |
| B28.17C | Ballot for pros in a pro/nonpro unit consolidation election - CHM 28.17.5c |
| B34.2A | Ballot used in a pro/nonpro elections, accompanying Figure 28.15A - voting group (a): pros - CHM 28.15.1 |
| B34.2B | Ballot used in a pro/nonpro elections, accompanying Figure 28.15A - voting group (b): nonpros - CHM 28.15.1 |
| B34.2C | Ballot for a self-determination election, voting group (a) accompanying Figure 28.15D - CHM 28.15.5 |
| B34.2D | Ballot for a self-determination election, voting group (b) accompanying Figure 28.15D - CHM 28.15.5 |
| B34.2E | Ballot for an election to include unrepresented pros in existing pro unit, see Figure 28.15B and CHM 28.15.2 |
| B34.2F | Ballot for an election involving one labor organization; or a |

residual ([CHM 28.15.3](#) and [Figure 28.15C](#)) or add-on election ([CHM 28.16](#) and [Figure 28.16](#)) having no labor organization intervenors

[B34.2G](#) Ballot for an election involving more than one labor organization; or a residual ([CHM 28.15.3](#) and [Figure 28.15C](#)) or an add-on election ([CHM 28.16](#) and [Figure 28.16](#)) having labor organization intervenors

34.5 Color of the ballot: Any color but white is used for ballots. The color of the ballot is not disclosed to any of the parties prior to the opening of the polls. Different colors are used for the ballots of different voting groups or units voting at the same time.

Also, the color(s) may not be the same as that used at the last election involving the same employees (as in a rerun or runoff election - see [CHM 48](#)).

In "mixed" mail/manual elections, the color for the mail ballot is the same as that used in the manual ballot.

