

36 AUTHORITY PERSONNEL:

36.1 Generally: The responsibility for the proper conduct of an election is the Regional Director's, acting through the assigned agent(s). The agent(s) are cognizant at all times that the representation process is one of the most important aspects to the Authority's work. Extreme care is exercised both in the preparation for and in the conduct of an election.

36.2 Role: Agents are responsible for conducting elections in a fair and impartial manner, so that each voter has a fair and equal opportunity to cast a secret, uncoerced ballot. Duties include:

- a. Ensuring the eligibility list is updated and accurate; [CHM 35](#) and [39.6](#)
- b. Checking in with appropriate officials when arriving at the activity; [CHM 39](#)
- c. Ensuring that the Notice of Election has been properly posted and/or distributed in a manner by which notices are normally distributed; [CHM 33](#) and [39.4](#)
- d. Ensuring the voting sites correspond to those established in the Election Agreement or Direction of Election and are prepared for the election; [CHM 28](#), [33](#) and [39](#)
- e. Posting "Voting Place" or other FLRA notices in appropriate places that remind the employees of the election; [CHM 39.3](#)
- f. Preparing sufficient election supplies and equipment; [CHM 38](#)
- g. Briefing the observers and instructing them on their role; this includes not only distributing Instructions to Election Observer, [FLRA Doc. 1013](#), but also actually instructing the observers on checking in voters, directing voters to the polling booth, challenging voters, and filling out challenged ballot envelopes; [CHM 37](#) and [39.7](#)
- h. Constructing and sealing the ballot box before the polls open; [CHM 39.9](#)
- i. Opening the polls on time; [CHM 40.1](#)
- j. Conducting the election by ensuring the voters are identified

properly and the election is conducted in an orderly and formal manner; [CHM 40](#)

- k. Safeguarding the ballots and the ballot box; **the agent has sole responsibility for the ballots and the ballot box.** Although the observers may offer to assist the agent if the poll gets busy, the agent may not relinquish his/her responsibility for handling the ballots; [CHM 40.10](#)
- l. Securing spoiled or unused ballots; [CHM 40.6.2](#)
- m. Ensuring that voters, whose eligibility is challenged, are given an opportunity to vote a challenged ballot and that the challenged ballot procedure is explained to the voter; [CHM 44](#)
- n. Maintaining an orderly flow of voters including ensuring that voters waiting in line to vote do not campaign or otherwise disrupt the election; [CHM 46](#)
- o. Sealing the ballot box at the conclusion of the voting period; sealing the unused ballots and securing the eligibility list, spoiled ballots, and election supplies; [CHM 40.12](#)
- p. Obtaining a signed Certification of Conduct of Election from the Observers, [FLRA Form 42](#); if the observers refuse to sign the certification, the agent immediately obtains affidavits and other relevant information concerning the observers' refusal to sign the certification; [CHM 40.13](#)
- q. Conducting the count of the ballots including ensuring observers are present, resolving challenged ballots before the count, and otherwise ensuring the ballots are secured; [CHM 47](#); and
- r. Completing the appropriate tally forms and serving copies of the tally in accordance with the Election Agreement. [CHM 47](#)

Details of these responsibilities are discussed more fully in referenced chapters.

- 36.3 Determining the number of Authority personnel:** The number of agents involved depends, among other things, on the size, complexity, and duration of the election. The agent in charge of the election supervises the conduct of the election, anticipates and solves any logistical or resource problems,

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and responds to any potential emergencies that may interfere with the proper conduct of the election.

