



State of Delaware
Public Employment Relations Board
4th Floor, Carvel State Office Building
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Wilmington, Delaware 19801

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INSTRUCTIONS FOR PERB APPOINTED ELECTION OFFICIALS

The election official appointed by the Public Employment Relations Board is responsible for the conduct of this election. The public employer and each employee organization which appears on the ballot shall be permitted to appoint one election observer and one alternate for each voting location. Observers shall be persons who are familiar with the employees normally assigned to the working sites voting in a particular polling location.

1. Voting shall take place on *(date, times, and polling locations)*.
2. Each of the parties can designate a representative who may be present in the polling area and remain so during the course of the election. All other persons must remain outside the designated polling area while the polls are open.
3. There is to be no electioneering of any kind within the designated polling areas during the election period.
4. At the start of the election, the PERB election official and the observers will check the ballot box to be sure it is empty. The PERB election official will then seal the box. The election official, along with each observer, will sign the seal. Any absentee ballots received by the PERB will be removed from their envelopes and deposited unread into the sealed ballot box.
5. Voters will report to the election official and identify themselves. Each voter will sign beside his/her printed name on the certified voter list. The election official will initial the signature. Except for challenged ballots, marked ballots are to be placed in the ballot box by the voting employee.
6. All employees appearing on the certified list are eligible to vote and challenges as to eligibility will not be honored. Challenges for cause are permitted.
7. Any prospective voter may be challenged for cause. Any employee whose name does not appear in the eligible voter list certified by the PERB as being the complete list of employees within the defined appropriate unit, shall be challenged by the agent of the PERB.

A voter challenged for cause shall vote but his/her ballot shall not be cast. It shall instead be sealed in a separate unmarked envelope under the supervision of the designated agent of the PERB and then inserted in a specially identifiable form envelope provided by the PERB and retained by its agent.

The challenged ballots shall only be referred to if they could affect the outcome of the election. If challenged ballots must be referred to, then each challenge shall first be resolved. Upon resolution of the challenge, if the ballots are legitimate, they shall be counted.

8. At the conclusion of the election, the ballot box is to be sealed and the seal is to be signed by the PERB election official and each observer.
9. At the conclusion of the election, a PERB official will supervise the counting of the ballots. The counting of the ballots will occur in the same location immediately following the closing of the polls.
10. The public employer and each employee organization which appears on the ballot shall be permitted to appoint one representative to observe the counting of the ballots.
11. (*Petitioning Labor Organization*) must receive a majority of the valid votes cast in order to be certified as the exclusive representative of the employees in the defined bargaining unit. Upon completion of the counting of the ballots, the Public Employment Relations Board shall advise the authorized representatives of the parties of the voting results in writing.
12. Any questions or problems arising during the election are to be resolved by the PERB election official, who may request assistance, where necessary from Charles D. Long, Jr., Executive Director of the Delaware PERB.

/signed/ PERB official

Dated: _____