



CONTRACT RATIFICATION VOTING PROCESS

1. Schedule a PAT building meeting

- By Tuesday, March 12
- Use the March 12 staff meeting date, or whatever works best for the members at your site

2. Inform PAT members about the meeting

- Let your staff know that you will be reviewing the Tentative Agreement (July 1, 2019 – June 30, 2020)
- and the process for the electronic ratification vote

3. At the meeting

- Only PAT members may vote
- Non-members wishing to vote on the contract may become a PAT member
- Materials:
 - Contract Language Summary (one per member)
 - PAT Tentative Agreement showing language changes (one per member)
 - 2019-2020 salary schedule (one per member)
 - Membership forms (a few, if needed)
- Explain proposed changes, answer questions

4. The Ratification Voting Process:

- Voting is by electronic ballot sent to members' PPS email
- The link will be mailed to PPS account by **2:30 p.m. on March 12**
- Didn't receive the link? Check clutter/trash/spam and if that does not work, email Jennifer.Dixon@oregoned.org
- The link will include the actual contract language, the Summary, and ballot
- As with all contract ratifications, the vote is on the entire package of agreements as presented
- Members are encouraged to vote at their PAT building meeting, if they feel comfortable doing so
- Otherwise, **deadline to vote is Monday, March 18 at 5:00 p.m.**

5. Follow Up with Members who were not at the meeting:

- Make sure they get a copy of the Summary of PAT Tentative Agreement and language of the provisions
- Tell them about the electronic voting process and the deadline

VOTING DEADLINE: MONDAY, MARCH 18 at 5:00 p.m.