

## Memorandum

**Action Required!**

**To:** ETFO Thames Valley Teacher Local Members  
**From:** Returning Officer, Local Annual Meeting  
**Date:** April 1, 2019  
**Subject:** Online Voting Requirements / Instructions

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All Active Members may vote online for Candidates for the following positions: President, First Vice President, Vice Presidents, Chief Negotiator / Grievance Officer, Treasurer, Recording Secretary, Executive - Open, Executive - Women Only, and Federation Annual Meeting Delegates. Declaration of the Elections for these positions will be announced at the Local Annual Meeting on Wednesday, May 1, 2019.

Online voting will take place from **9:00 a.m. on Wednesday, April 24, 2019 - until 4:00 p.m. on Tuesday, April 30, 2019.**

### To Vote

1. You will need your **ETFO ID number** which can be found on your ETFO card.
2. You will receive an e-mail blast on Tuesday, April 23, 2019 from Simply Voting with a unique password to use to access the online ballot.



### Local Annual Meeting

(Wednesday, May 1, 2019)

#### - Important Agenda Items -

- Constitution and By-Laws Proposed Amendments
- Proposed Operating Budget 2019 - 2020
- Election of Executive and Federation Annual Meeting Delegates

**Reminder - register online for the Local Annual Meeting!**

## Online Voting Instructions

*(Voting System - controlled by a neutral third party)*

9:00 a.m on Wednesday, April 24, 2019 - until 4:00 p.m on Tuesday, April 30, 2019

- In order to participate in the vote, Members must have their current e-mail (no TVDSB e-mails) updated in their ETFO Thames Valley Teacher Local profile **before 1:00 p.m. on Wednesday, April 17, 2019.**
- Online voting will be conducted by Simply Voting (a neutral third party to manage the vote). Simply Voting (vote@simplyvoting.com) will do an e-mail blast at 8:00 a.m. on Tuesday, April 23, 2019 (one day prior to voting opening) to Members that have a current e-mail address in their online profile with the Local.
- This e-mail blast will give each Member a random unique password to use to access the online ballot.
- If Members did not receive their password they are reminded to check their spam or junk mail before calling the office **(the office must be contacted before noon on Thursday, April 25, 2019).**

**Please note:** Online voting results will be managed and collected by Simply Voting (a neutral third party) and submitted to the Returning Officer on the day of the Local Annual Meeting **(Wednesday, May 1, 2019).**

If you have any questions or concerns regarding the above please contact the Returning Officer via e-mail (etforeturningofficer@gmail.com).

