

181<sup>ST</sup>

ANNUAL MEETING

MAY 8-9

IN-PERSON

VOTING GUIDE





A DIVERSE UNION  
*of* EDUCATION  
WORKERS

# HOW TO TURN YOUR VOTING DEVICE ON

Your voting device will be turned OFF when you pick it up in the morning.

When instructed to do so, please follow the below instructions to turn your device on.

## Switching the Connectors On

1. If a Connector is switched off, it can be turned on manually 
2. Press and hold the green button.
3. The LED will turn green, when indicated on the Connector screen, press the microphone key. 





Please insert your Smartcard into the e-voting keypad.

Make sure the arrows and chip at the bottom of the Smartcard/voting card are facing you.

Insert the Smartcard, a welcome message will appear when the card is inserted correctly.

The Smartcard/voting card must be inserted correctly to cast a vote.



## VOTING ON MOTIONS/ SINGLE POLL

When the chair invites you to vote, the voting options will appear in the device screen.

Simply Press:

Button 1 to vote **In Favor**  
Button 2 to vote **Against**

Confirmation that your vote has been **received** will appear on the screen

While the vote is still open, to change your vote, simply enter your new choice (**1 or 2**) to overwrite your previous selection


While the vote is still open, if you wish to Cancel your vote, press the **'X'** button



## VOTING IN THE ELECTIONS (ON SATURDAY)

Once election voting is open, for each race, the voting options will be displayed on your screen as well as the maximum number of selections you can make

*For single-seat elections* (voter can select only one candidate), the elections will work the same as all other meeting voting – select the number to correspond to the candidate you wish to vote for, and your vote will be submitted. (No “submit” button.)

*For multi-seat elections* (voter can choose more than one candidate), use the  blue track ball to scroll to your desired choice.



(Multi-seat elections, continued)



When your choice is highlighted press the ● blue track ball to select that option. You may also use the number buttons to make multiple selections.

An 'X' will be placed next to that option to indicate your selection. You may select UP TO the number allowed for that race.

Once you have selected your choices. Press the ■ green square to submit your vote.

Remember to SCROLL down if you are not seeing all candidates.



If you wish to cancel your vote, please press the red triangle ▲ (only while the vote remains open).

You will then be presented again with the voting options enabling you to cast your desired vote once more (only while the vote remains open).

# Card and Device Instructions



Keep your card with you at all times.

You need the card for all voting. Do not lose it.

If you leave the meeting room, remove the card from the device and place it in your badge holder for safe-keeping. Leave your device on your chair or with the device monitor table at the exit – but hold onto the card.

At the end of the *Friday* Session:

Return the device to the device monitor table at the exit when you depart on Friday, but keep your key card with you, and place it in your badge holder for safe-keeping. When you return on Saturday, you will pick up a new device.

At the end of the *Saturday* Session (or when you make your final departure from the meeting):

Return the device AND your keycard to the device monitors at the exit. MTA needs your key card and device, or charges are incurred. Please be sure to return both. If you take either of these items with you by mistake, please contact MTA at 617-878-8305 or [MTAGovernance@massteacher.org](mailto:MTAGovernance@massteacher.org).