



**Baltimore Teachers Union**  
**Paraprofessional and School Related Personnel (PSRP)**  
**Contract Ratification 2020-2022**

**PSRP Contract Ratification Window: Nov 1 - Nov 21**  
**BTU PSRP members can vote by Mail-in Ballot or Online Voting**

**Mail-in Ballot Instructions:**

<p>1. Check YES to ratify (accept) the contract or check NO to reject the contract (only mark one choice).</p>	
<p>2. Fold the ballot and put it in the “Ballot Envelope” (white envelope) - do <u>not</u> put your name on the ballot or the envelope, seal the envelope.</p>	
<p>3. Fold the sealed “Ballot Envelope” (white envelope) and put it in the “Return Mail Envelope” (6x9 envelope) with your name/address as the return address and BTU PO Box as the mailing address, seal the envelope.</p>	
<p>4. Put the “Return Mail Envelope” (6x9 envelope) in the mail (postage is paid). It needs to be received at the BTU PO Box by <u>Nov 21</u>, so please put it in the mail by <b>Nov 15 to be safe.</b></p>	

### Online Voting Instructions:

- Every dues-paying PSRP member (as of the Oct 2nd paycheck) will be sent an email from Election Runner to vote on the PSRP Contract Ratification.
- Election Runner will send you a link that includes a unique voting ID and password. This will ensure anonymity. Election Runner will only tell us that you voted, not how you voted.
- Select Yes to ratify (accept) the contract or select No to reject the contract.
- Submit your vote.

### If a member does both Mail-in Ballot and Online Voting:

- As online votes come in, a column for online voting will be checked off in a spreadsheet next to the member's name.
- When a mail-in ballot arrives, the name on the return mail envelope is used to check the spreadsheet and see if an online vote was already completed.
  - **If an online vote was already completed, the mail-in ballot is made invalid and not included in the ballots to count.**
- The online vote will be the only vote that counts for that member.

### Important Information:

- Every dues-paying PSRP member (as of the Oct 2nd paycheck) will be sent an email from Election Runner for online voting and have a mail-in ballot sent to their home address to vote on the PSRP Contract Ratification.
- At COB on Nov 20, members who have not yet voted online or by mail-in ballot will get a reminder email to vote online by the deadline of 11:59pm on Nov 21.
- The final day for retrieving ballots from the PO Box will be Nov 21 and all valid ballots will be counted on Nov 23 (ballots received after Nov 21 are invalid).
- On Nov 23, the name/address on all return mail envelopes will be checked on the spreadsheet to make sure an online vote was not already made. If an online vote has not been made, the inner ballot envelope will be taken out (to ensure anonymity of the member's vote) and put in the valid pile of ballots to count.
- Mail-in ballots will be counted by BTU staff Angela Knight and Afruza Shams.
- Valid mail-in ballots and online votes will be combined to make the total count.
- Results of the PSRP Contract Ratification will be announced on Nov 23.

### To get more information about the PSRP contract before voting:

- Attend an information session to learn more and ask questions
- Look on the BTU website: [www.baltimoreteachers.org](http://www.baltimoreteachers.org)
- If you have any questions, email BTU at [info@baltu.org](mailto:info@baltu.org)