



## **VOTING INSTRUCTIONS: EXPRESS JET TENTATIVE AGREEMENT**

The ratification vote is a system-wide ratification vote that will be conducted by the Local Unions that represent Express Jet bargaining unit employees within their Local's geographic jurisdiction.

1. The ratification voting period shall commence no earlier than Monday, October 20, 2008 and must be completed on or before Wednesday, October 29, 2008. Each Local Union shall provide sufficient notice and opportunity for the unit employees/members within their Locals to cast their votes. There will not be any absentee voting.
2. The ballot itself is completed and is attached; this is the only ballot that may be used in this ratification process.
3. The details of the ratification, including the time and location of any ratification meeting and the time and location where the ratification vote will take place shall be posted as soon as possible. The information that should be included on the posting is:
  - a. the facility or station where the ratification meeting and vote will take place
  - b. the time that the voting begins and ends
  - c. the purpose of the meeting (for example, the announcement can say that there will be a meeting to discuss the tentative agreement and that the vote will commence immediately thereafter.
  - d. the announcement should advise where ballots will be stored, secured and when and where the ballots will be counted. (At the recommendation of the IBT Legal department ballots should be held unopened in a secured place and counted all at one time.)
4. The locations for conducting the ratification vote can be at the Local Union Hall, a hotel, or even the company's parking lot. The key is to ensure that the affected employees have advance notice of the time and place of the vote. Each Local Union Officer/Agent conducting the ratification vote must verify each voter's eligibility and check off the employee's name from an eligibility list. A station seniority list with active employees after the RIF will be provided to all of the Locals; this will include the effective date. Even though there are multiple locations and a multi-day vote, this should not present any opportunity for a person to vote in one place and then attempt to vote in a second one, inasmuch as the unit employees are stationed at their own locations and don't move around.
5. The ballots will be secured at the Local until it is time to count the ballots. Ballots will be counted by the Local Union on Thursday, October 30, 2008. The vote tally will be identify the number of ballots cast (members voting), yes votes, no votes, and the number of spoiled votes if any. The tally will be phoned in to the Airline Division by 2:00 pm Eastern Time on Thursday, October 30, 2008, and the tally sheet, will be sent to the Airline Division by fax. The tally sheet and the ballots shall also be sent to the Airline Division by UPS.
6. Upon receipt of all of the tally sheets via fax, the Airline Division will, on October 30, 2008, advise the affected Local Unions of the final results of the ratification.