



NOTICE OF RATIFICATION PROCESS

This ratification process is intended to give each bargaining unit employee a reasonable opportunity to consider the matters to be voted upon before casting their vote on the 2024-2026 Memorandum of Understanding for AFSCME Bargaining Units A, B, C, D, F, and H.

- Notice and voting will be conducted via mail and mail ballots for the ratification vote. No ratification meetings will be held.
- Each bargaining unit employee will receive a mail ballot. If you have not received your ballot, you must request a replacement by Monday, February 5 by emailing ballotreplacement@afscmemd.org with your name, agency, and correct mailing address.
- A return envelope addressed to AFSCME Maryland's Union Headquarters (as exclusive representative) containing each employee's State-issued position identification number is included to be used to return the employee's ballot.
- **Ballots must be returned to the Union Headquarters and received by Wednesday, February 14 at 5:00 PM. Ballots must be placed correctly inside the "Secret Ballot" envelope and then sealed inside the return envelope.**
- All employees in the bargaining unit are eligible to vote regardless of membership with AFSCME Maryland Council 3.
- A copy of the terms of the proposed collective bargaining agreement is available for inspection at:
 - The AFSCME Maryland Council 3 website at www.afscmemd.org
 - 1410 Bush Street, Suite A, Baltimore, MD 21230 or at certain field offices (by appointment requested via info@afscmemd.org or by phone at 410-547-1515)
- Employees in the bargaining unit are permitted to ask questions of AFSCME regarding the proposed agreement in advance of the vote submission and tally by emailing info@afscmemd.org and by phone by calling 410-547-1515.
- **A tally of the ballots will be held on Thursday, February 15th, 2024, at 190 West Ostend Street, Suite 101, Baltimore, MD 21230.**
- Ballots returned to AFSCME by any other means than within the pre-addressed envelope will not be counted.
- Ballots that are not clearly marked "yes" or "no" will not be counted. Make no other mark on the Ballot, or the Ballot will not be counted.
- An employee need not, and should not, put their name on their ballot. (Voting is by secret ballot.)
- The tally of ballots is open to all employees in the bargaining unit regardless of membership in AFSCME.
- The majority of votes cast by all those voting shall prevail.
- If a majority of voters are against ratification, then the steps and COLAs may not be implemented and may not be included in this year's budget, and those steps and

COLAs, if any, would be subject to negotiations for next year and be pending approval in the next year's budget.

- After the tally of the ballots, the results shall be announced and posted on the AFSCME Maryland Council 3 website.
- AFSCME will retain the ballots for 30 days after the final tally. They will be available for inspection within three business days of receiving a written request by an employee in the bargaining unit.
- AFSCME will immediately notify the State of the results of the ratification vote.
- AFSCME will maintain a written record of the results of the vote.