**Contract Settlement Ratification Process** (per the IFO Operating Procedures):

**1. Board recommendation:**

* A special meeting of the IFO Board is held to provide an opportunity for the Board to review the Contract Settlement Agreement and to make a recommendation to the membership on whether to approve the contract settlement.
* At the special Board meeting, the IFO President proposes the dates for the state-wide contract ratification vote for Board confirmation and IFO staff provide a proposed calendar for ratification.
* The Board determines the last day on which faculty can join the union to be able to vote on the contract settlement.
* Electronic Polls must close at 4:00 p.m. on the final day of voting.

**2. Information to the membership:**

* The IFO office prepares and posts the following information on the IFO website at least 20 days prior to the start of the electronic voting period:

1. Summary of economic changes

2. Summary of language changes

3. Text of all language changes

4. Complete copy of the Article 11 (salaries)

5. Board Recommendation on approval of the contract.

* At least 15 days prior to the start of the electronic voting period, the IFO office posts the following additional information on the IFO website:

1. Contract ratification schedule

2. Last day for faculty to join the union to be eligible to vote on the contract settlement on the IFO website.

* Each Faculty Association holds at least two informational meetings on campus to begin no sooner than one week following the posting of the contract settlement information on the IFO website.

**3. Voting on the contract:**

* The contract ratification vote is conducted electronically using a voting system that provides for ballot confidentiality. The voting closes at 4 p.m. on the final day of the electronic voting period.
* Campus-by-campus results, along with the statewide totals, are announced to the membership within a day following the final day of the electronic voting period.