

CONCLUDING THE FILE

Once a vote has been held and the results determined, it is time to conclude a file. Vote results are official once the 24-hour period for objections passes: See: [[Voting Rules 13](#)]. If the conduct of the vote is challenged, it is necessary to convene a hearing of the Board. See: [[Employee Vote Procedures, Chapter 28\(f\)](#)].

Depending on the Board's ruling and the success of any vote, issue standard letters telling the parties whether the application failed or succeeded.

Issue certificates in triplicate. Have a Chair or Vice-Chair sign them or use an electronic signature. See: [[Certificates and Bargaining Units, Chapter 22\(a\)](#)]. The trade union and employer receive original copies. The Board keeps the third copy on the BR file in Edmonton.

Copies of certificates issued in Edmonton must be sent to the Calgary office for their records. Copies of certificates are also sent to Mediation Services in Edmonton.

The certificate includes the proper name of the trade union and the employer, the bargaining unit description (the amended unit description, if the Board amended the unit), and the date of certification. The date of certification is:

- if the Board directed certification subject to a vote, the date the Returning Officer counted the ballots; or
- if the application went to a panel for ruling after a vote, the date of the panel's determination.

Once a certificate is issued, close off the file and prepare a synopsis.