

# ***Agricultural Employment Relations Board***

*1688 West Adams Street  
Phoenix, Arizona 85007  
(602) 542-1164*

*This document is available in Spanish upon request. Este documento esta disponible en Espanol*

## ***STATEMENT OF PROCEDURES***

### **NOTICE: PARTIES INVOLVED IN A REPRESENTATION PETITION SHOULD BE AWARE OF THE FOLLOWING PROCEDURES:**

**Right to be Represented** – Any party has the right to be represented by an attorney or other representative in any proceeding before the Agricultural Employment Relations Board. If you wish to have a representative appear on your behalf, please have your attorney complete a notice of appearance and forward it to the Board as soon as representative is chosen.

**Attorneys and Service of Documents** – If your representative is an attorney, such attorney will receive exclusive service of all documents.

**Non-Attorney Representatives and Service of Documents** – If your representative is not an attorney, you and your representative may receive copies of all documents and correspondence.

**Investigation of Petition** – Immediately upon receipt of the petition, the Board conducts an impartial investigation to determine if the Board has jurisdiction, whether the petition is properly filed, whether the showing of interest is adequate, and if there are any other interested parties to the proceeding or other circumstances bearing on the question concerning representation.

**Election Agreement** – If the Board's criteria for conducting a secret ballot election to resolve the question concerning representation are met, the parties are afforded the opportunity to agree to the specific details of the election. The secret ballot election will be conducted by an agent of the AERB pursuant to the agreement of the parties and the parties shall have the right to observers at the election.

**Hearing** – The Board may issue a notice of hearing on the petition. At the hearing, all parties will be afforded the opportunity to state their positions and present evidence on the issues. Scheduling of a hearing does not preclude the possibility of an election agreement. Approval of such agreement will serve as withdrawal of the notice of hearing.

**Names and Addresses of Eligible Voters** – Please be advised if an election is to be held, the Employer must provide an eligibility list to the Board within 10 days after approval of the election agreement, or after the Board has directed an election. The eligibility list must contain the full names and addresses of eligible voters. The Board will make the list available to all other parties. (This list is in addition to the list of employees in the proposed unit and their job classifications already requested to verify the showing of interest by a union).