



**United University Professions**

**INSTRUCTIONS TO VOTERS – 2018 NYS LC ELECTIONS**

NOTE: No State of New York or NYS Lifeguard Corps equipment and/or resources may be used to produce and/or distribute campaign material for NYS Lifeguard elections. This prohibition includes printers, copiers, bulletin boards, supplies, park mail system, and e-mail domains belonging to the State of New York or NYS Lifeguard Corps from **ANY** computer.

**MEMO TO:** NYS Lifeguard Corps Members  
**FROM:** David H. Kreh & Jeanne L. Galbraith, Co-Chairs, Constitution and Governance Committee  
Jeri O'Bryan-Losee, Secretary-Treasurer  
**DATE:** July 2018

**PLEASE READ THESE INSTRUCTIONS CAREFULLY**

In accordance with Article X, Section 1.i. of the UUP Constitution, the Constitution and Governance Committee is conducting an election for: (1) the Officer positions of NYS LC President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President for the Western Region, Secretary, and Treasurer; (2) NYS LC Representative Assembly Delegates from the designated regions; and (3) Delegates to the NYSUT Representative Assembly, the American Federation of Teachers (AFT) Convention, and other affiliate conventions. By reason of the office, all Officers are also members of the Representative Assembly. Also, by reason of the office, the President and the 1<sup>st</sup> Vice-President shall serve as delegates to the NYSUT Representative Assembly, the American Federation of Teachers (AFT) Convention, and other affiliate conventions.

Enclosed are the following materials: Ballot, "Secret Ballot" envelope, larger business-reply ("Control") envelope.

Indicate the candidates for whom you wish to vote with an "X" or check mark. Be certain your choice is clearly indicated to avoid confusion and possible invalidation. Also, be certain you do not vote for more than one individual for each position. Write-in candidates are acceptable.

When you have completed your ballot, **REFOLD IT ON THE ORIGINAL FOLDS**, place it in the "Secret Ballot" envelope, and seal the envelope. To preserve the secrecy of your vote, **DO NOT SIGN** either the ballot or the "Secret Ballot" envelope. Place the sealed "Secret Ballot" envelope in the business-reply ("Control") envelope, seal, and mail. No stamp is necessary. Your name and region code are preprinted on the back of the "Control" envelope. Barcodes on the "Control" envelopes are used to check against the list of eligible voters. "Control" envelopes are then totally separated from the "Secret Ballot" envelopes so that the secrecy of your vote is not compromised. Your ballot **MUST** be returned **BY MAIL IN THE DOUBLE ENVELOPE** and it must be **RECEIVED**, not postmarked, no later than 5:00 P.M. in the UUP Administrative Office or the UUP Post Office Box on **WEDNESDAY, AUGUST 22, 2018**. Ballots received after that date will not be counted. UUP is not responsible for any delays by the United States Postal Service (USPS) or any private delivery company. **PLEASE ALLOW SEVEN TO TEN DAYS MAILING TIME.**

Ballots will be opened and counted at the UUP Administrative Office, 800 Troy-Schenectady Road, Latham, NY, on August 23, 2018, beginning at 9:00 A.M. Members, including candidates, may witness the opening and counting of the ballots. Results will be sent to the NYS LC President and posted on the UUP website.

**Barcodes on ballots are to count vote tallies only. Barcodes do not identify voters.**

**CHECKLIST:**

1. Vote for no more than one for each position.
2. Refold the ballot on the original folds and seal the ballot in the smaller envelope marked "Secret Ballot."  
**DO NOT SIGN THE BALLOT OR THE "SECRET BALLOT" ENVELOPE.**
3. Enclose and mail your "Secret Ballot" envelope in the business-reply "Control" envelope.
4. Mail in time to **ARRIVE** by 5:00 P.M., Wednesday, August 22, 2018.

These ballots and envelopes are official material. If you have any questions or problems, call Jeri O'Bryan-Losee at UUP IMMEDIATELY at 518-640-6600 or 1-800-342-4206.