



United University Professions

INSTRUCTIONS TO VOTERS 2018 POLYTECHNIC INSTITUTE BYLAWS REVISION

MEMO TO: Polytechnic Institute Chapter Members

FROM: David H. Kreh & Jeanne L. Galbraith, Co-Chairs, Constitution and Governance Committee
Jeri O'Bryan-Losee, Secretary-Treasurer

DATE: May 2018

PLEASE READ THESE INSTRUCTIONS CAREFULLY

Your Chapter has proposed revisions to your Chapter Bylaws which must be adopted by a vote of the chapter membership. The proposed text of the revised bylaws can be viewed at http://uuphost.org/uticarome/?page_id=108
We have been asked to conduct the balloting for this vote.

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

Indicate whether you wish to vote FOR, AGAINST, or ABSTAIN on the proposed bylaws with an X or a check mark, or by filling in the box completely next to your choice. Be certain your choice is clearly indicated to avoid confusion and possible invalidation.

When you have completed your ballot, fold it on the original fold lines, place it in the "Ballot" envelope, and seal the envelope. To preserve the secrecy of your vote, **DO NOT SIGN** either the ballot or the "Ballot" envelope. Place the sealed "Ballot" envelope in the business-reply ("Control") envelope, seal, and mail. No stamp is necessary. Your name and chapter code are preprinted on the back of the "Control" envelope. Barcodes on the "Control" envelope are used to check against the list of eligible voters. "Control" envelopes are then totally separated from the "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 on **Wednesday, June 20, 2018**. Ballots received after that time and date will not be counted. UUP is not responsible for any delays by the United States Postal Service (USPS) or any private mail 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 **Wednesday, June 20, 2018 beginning at 5:30 P.M.** Members may witness the opening and counting of the ballots. Results will be distributed to the membership as soon as practicable.

CHECKLIST:

1. Vote FOR, AGAINST, or ABSTAIN on the proposed bylaws revision.
2. Refold the ballot and seal the ballot in the smaller "Ballot" envelope. **DO NOT SIGN THE BALLOT OR THE "BALLOT" ENVELOPE.**
3. Enclose and mail your "Ballot" envelope in the business-reply ("Control") envelope.
4. Mail in time to ARRIVE by 5:00 P.M., Wednesday, **June 20, 2018.**

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