



United University Professions

INSTRUCTIONS TO VOTERS – 2018 POTSDAM SPECIAL ELECTION

NOTE: No UUP or SUNY equipment and/or resources may be used to produce and/or distribute campaign material for UUP elections, including printers, copiers, supplies, campus mail system, e-mail, and uupmail.org or campus.edu domains from ANY computer.

MEMO TO: Potsdam Chapter Members
FROM: David H. Kreh & Jeanne L. Galbraith, Co-Chairs, Constitution and Governance Committee
Jeri O'Bryan-Losee, Secretary-Treasurer
DATE: June 2018

PLEASE READ THESE INSTRUCTIONS CAREFULLY

Due to a resignation, your chapter has requested a Special Election to fill the vacancy for Treasurer through the remainder of a term ending May 31, 2019. Enclosed are the following materials: Ballot, "Ballot" envelope, and larger business-reply ("Control") envelope.

The ballot contains the office for which you are eligible to vote. You should indicate the candidate for whom you wish to vote with an "X" or check "✓" mark exactly in the box next to each name. Be certain your choice is clearly indicated to avoid confusion and possible invalidation. Write-ins are allowed for all Chapter offices.

When you have completed your ballot, place it in the "Ballot" envelope and seal it. In order 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. The "Control" envelopes are checked against the list of eligible voters and 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 or the UUP Post Office Box on Wednesday, July 25, 2018. Ballots received after 5:00 p.m. on 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 Thursday, July 26, 2018, beginning at 9:00 a.m. Chapter members, including candidates, may witness the opening and counting of the ballots. Results will be mailed to the Chapter President as soon as practicable after the election.

CHECKLIST:

1. Vote for no more than the maximum number indicated for an office.
2. Seal the ballot in the smaller envelope marked "Secret Ballot." Do not sign either the ballot or the envelope.
3. Enclose and mail your "Secret Ballot" envelope in the business-reply "Control" envelope.
4. Mail in time to be RECEIVED by 5:00 p.m. July 25, 2018.

Since 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.