



## **INSTRUCTIONS FOR MAIL VOTING**

*Please read the following instructions carefully before marking and mailing your ballot; failure to follow these instructions can result in your ballot being voided.*

- 1) Mark an "X" or "✓" clearly in the box next to the name of the candidate of your choice.  
**CANDIDATE BIOGRAPHIES CAN BE ACCESSED ON THE UNION WEBSITE AT: <http://md.aft.org/bcfpe>**
- 2) Choose only **ONE** candidate for each office except Delegates.
  - *Choosing more than one candidate for any office will result in the entire ballot being voided.*
- 3) Do not place your name, initials or any identifying information on the ballot.
  - *Ballots containing any identifying information will result in the ballot being voided.*
- 4) Place your marked ballot in the small envelope labeled "BCFPE Official Secret Ballot Envelope" and seal it.
  - a) Do not write on the BCFPE Official Secret Ballot Envelope.
    - *BCFPE Official Secret Ballot Envelope containing any identifying information will result in the ballot being voided.*
  - b) You must use the BCFPE official Ballot Envelope to insure that ballot secrecy is maintained.
    - *Failure to use the BCFPE Official Secret Ballot Envelope will result in the ballot being voided.*
- 5) Insert the BCFPE Official Secret Ballot Envelope into the prepaid, return envelope, pre-addressed to Elections USA Inc. and seal it.
  - *Failure to use the pre-addressed, prepaid, return envelope will result in the ballot being voided.*
- 6) Clearly print your name and address on the pre-addressed, prepaid, return envelope. Your name and address on this envelope will identify you as an eligible voter.
  - *Failure to include your name and address on the pre-addressed return envelope will result in the ballot being voided.*
- 7) If your household includes more than one BCFPE Member, each member will receive a separate ballot package. Each member must complete the ballot process personally and mail their ballot separately.
  - *Multiple ballots received within the same envelope will result in the enclosed ballots being voided.*
  - *Ballot secrecy can only be preserved if you personally mark and mail your ballot. Do not allow anyone else to mark or handle your ballot or see how you vote. Do not give your ballot to anyone else for mailing.*

### **IMPORTANT COMMENTS:**

- ✓ **YOU MUST MAIL BALLOT** in sufficient time to be received by September 25, 2014 at Elections USA Inc. Ballots received after this date will be voided and will NOT be counted!
- ✓ No hand delivered ballot(s) or envelopes of any kind will be accepted as valid ballots.
- ✓ All Ballots will be delivered by Elections USA Inc. at 4:00 p.m., on September 26, 2014 to the Election Committee. The ballots will be immediately taken to the BCFPE Office, 305 W. Chesapeake Ave. suite L30, Towson, MD 21204, where they will be verified for voter eligibility, opened and counted. Any and all candidates as well as all members in good standing are welcome to be present to witness the ballot count.
- ✓ Should your ballot package be missing the Official Secret Ballot Envelope, the return, pre-addressed, prepaid, mailing envelope, or the ballot itself, or, if the ballot you receive does not indicate the correct Area Vice-Presidential candidate for your department, contact the Election Committee Chairman, Josette George, no later than September 17, 2014 at 410-456-8767 or email at [BCFPE.Chair@gmail.com](mailto:BCFPE.Chair@gmail.com).