



INSTRUCTIONS FOR MAIL BALLOT 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.
 - *Choosing more than one candidate for any office will result in the office being voided.*
- 3) Do not place your name, initials, or any other identifying information/marks on the ballot or the **SECRET BALLOT ENVELOPE**.
 - *Ballots containing any identifying information will result in the ballot being voided.*
- 4) Place your marked ballot in the envelope labeled “SECRET BALLOT ENVELOPE” and seal it.
 - a) Do not write on the “SECRET BALLOT ENVELOPE”
 - *Secret Ballot Envelopes containing any identifying information will result in the ballot being voided.*
 - b) You must use the “SECRET BALLOT ENVELOPE” to ensure ballot secrecy is maintained.
 - *Failure to use the “SECRET BALLOT ENVELOPE” will result in the ballot being voided.*
- 5) Insert the “SECRET BALLOT ENVELOPE” into the Business Reply Mail, return envelope, pre-addressed to the Elections USA Inc. P.O. Box and seal it.
 - *Failure to use the Business Reply Mail, return envelope will result in the ballot being voided.*
- 6) Your name (with a unique barcode number) is printed on the Business Reply Mail, return envelope, pre-addressed to the Elections USA Inc. P.O. Box. Your name and address on this envelope will identify you as an eligible voter. Do Not remove or alter the label on your Business Reply Mail, return envelope.
 - *If your name is removed or the label is otherwise unidentifiable, your ballot will be voided. ensure the tally, the outer envelope containing your identifying information will be separated from the inner “SECRET BALLOT ENVELOPE” to ensure the secrecy of your ballot.*
- 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 ALL 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 YOUR BALLOT** in sufficient time to be received in the Elections USA, Inc. P.O. Box 426, Richlandtown, PA 18955-9902 by or before September 28, 2023. The Elections USA, Inc. P.O. Box address is pre-printed on the Business Reply Mail, return envelope. Postage is pre-paid. Ballots received after this date will be voided and will NOT be counted!
- ✓ Duplication and/or reprinting of any of the enclosed materials is a violation of election rules and considered fraudulent. The Business Reply Envelope cannot be used for any other purpose than for this election.
- ✓ 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. personnel to the BCFPE Election Committee at 4:00 p.m., on September 29, 2023 at the BCFPE Union Office at 305 W. Chesapeake Ave., Suite L-30, Towson, MD 21204, where they will be verified for voter eligibility, opened, and counted by Elections USA, Inc. personnel. 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 Secret Ballot Envelope, the Business Return Mail, return envelope, or the ballot itself, or if the ballot packet you receive does not indicate the correct Area Vice-Presidential candidate for your department, please contact the Election Committee Chairperson, Margaret Jarboe, immediately at 2023bcfpe@gmail.com.
- ✓ Ballots were mailed by or before, September 11, 2023, and you should have received your ballot packet by September 15, 2023. If you have not received your ballot packet by September 15, 2023, please request a duplicate/replacement ballot in writing immediately, by contacting the Election Committee Chairperson at 2023bcfpe@gmail.com. The last date to request a duplicate/replacement ballot packet is 12:00 noon on Wednesday, September 20, 2023. All ballot requests must be made in time for the ballot packet to be mailed to the member and returned to the Elections USA, Inc. P.O. Box 426, Richlandtown, PA 18955-9902 by or before September 28, 2023.