

## INSTRUCTIONS

1. Remove your ballots from the outer envelope, and review the enclosed materials.
2. After removing your ballot from the envelope, and reviewing the enclosed materials, mark the box next to each of your choices on the ballot. **MARK LIKE THIS** . Vote for only the number permitted for each office.
3. When you have finished marking your ballot, remove the stub at the bottom of the ballot by separating it along the dotted line where indicated. After having removed the stub, place the marked ballot into the identified solid envelope marked “SECRET BALLOT ENVELOPE”, and seal it.
4. Take the stub which was on the bottom of the ballot (now separated), and place it, along with the secret ballot envelope into the double window envelope **SO THAT THE RETURN P.O. BOX ADDRESS AND BAR CODE SHOWS IN THE WINDOW.**
5. Seal the double window envelope and mail.
6. In order to be counted, ballots **must** be received by 9:00 a.m. on March 6, 2018, in the P.O. Box shown on the reverse side.
7. If you do not receive a ballot, or lose or destroy your ballot, you may request a duplicate by contacting the Election Committee at [office2@twu555.org](mailto:office2@twu555.org) or 214-358-5404.

**No ballots will be faxed, emailed, or sent by overnight carrier to any member.**