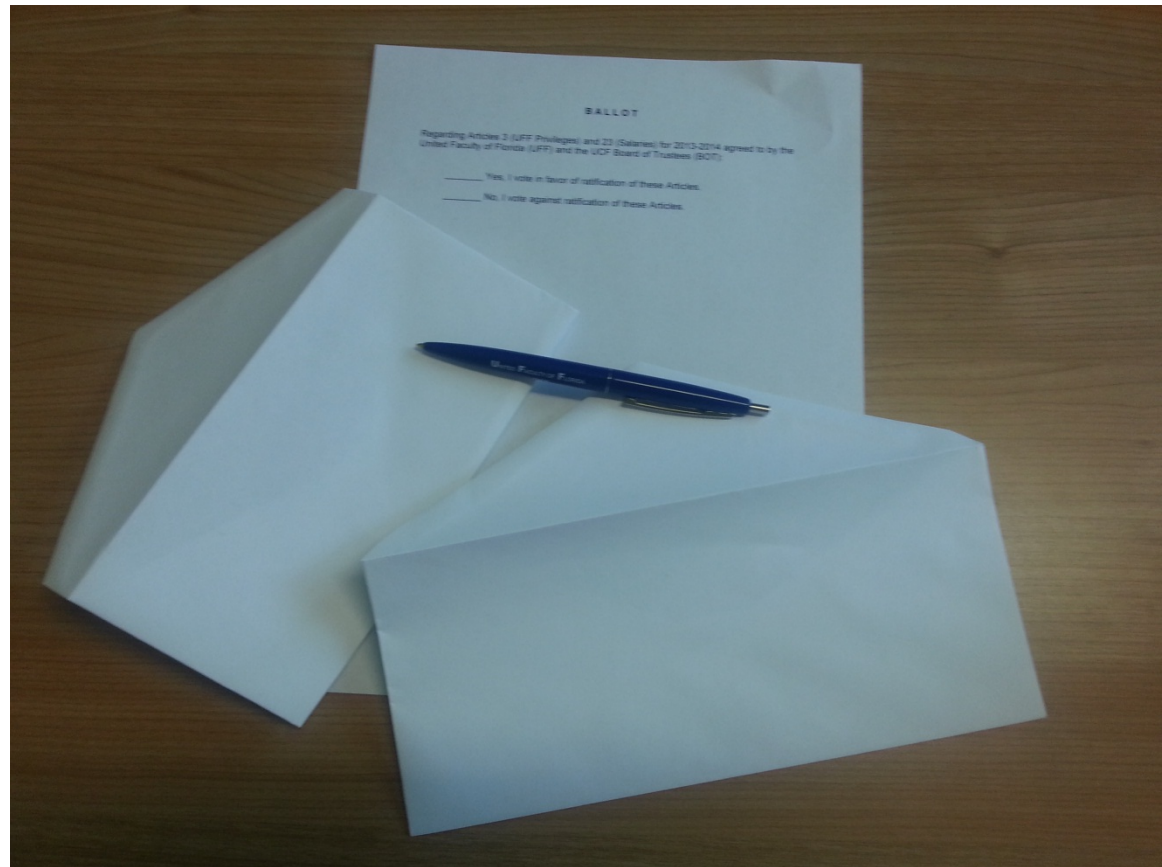


# STEP BY STEP

How to participate  
in the Ratification Vote by mail

# This is what you need:

- 1 Ballot
- 2 Envelopes
- 1 Pen

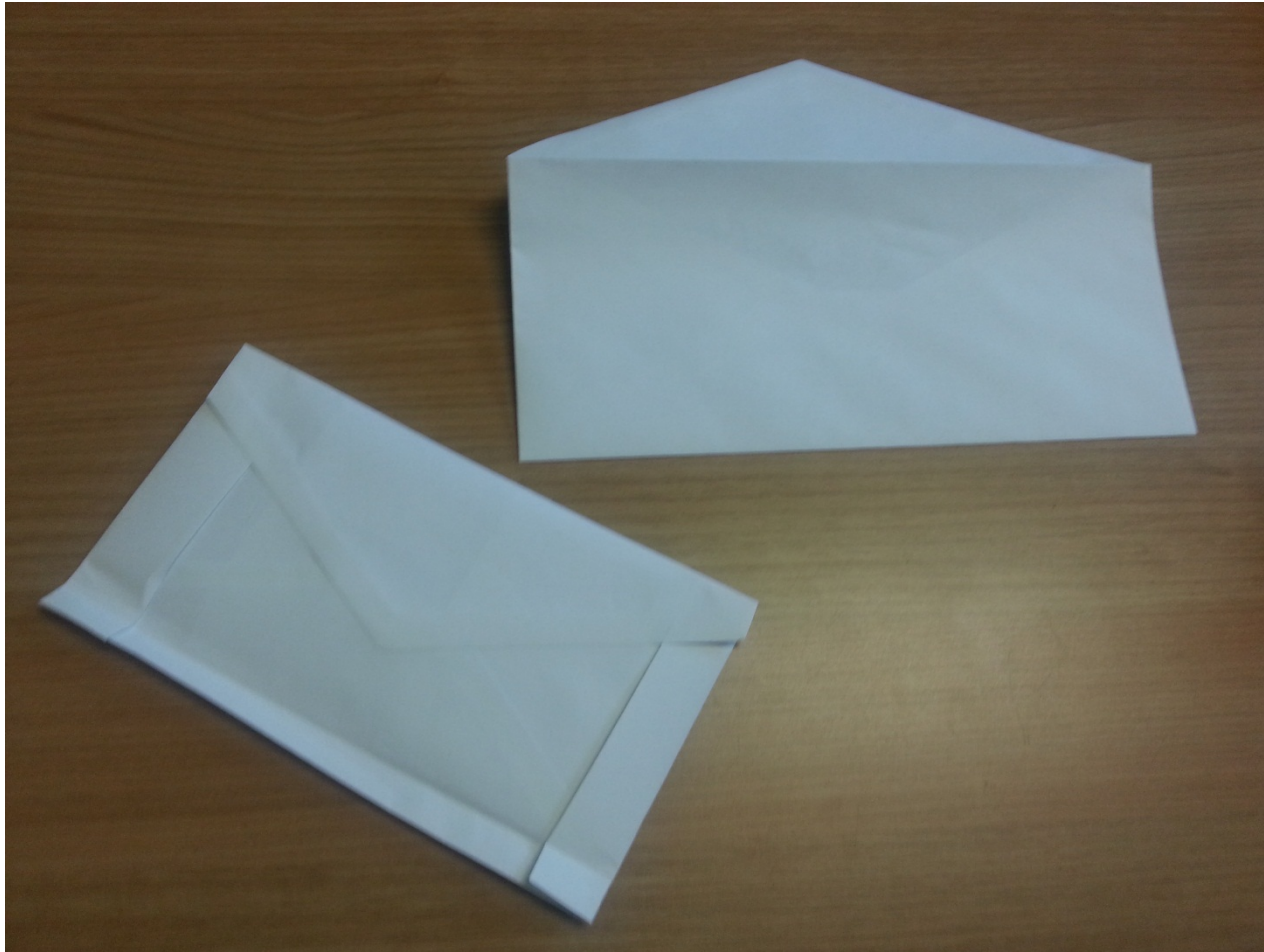


Fill out your ballot.  
Enter it into one blank envelope.



This step ensures that your vote remains anonymous.

Seal this envelope. Do not write on it.



This step secures your ballot.

Insert sealed envelope into the other envelope. (You may have to fold it a little if the envelopes are the same size.)



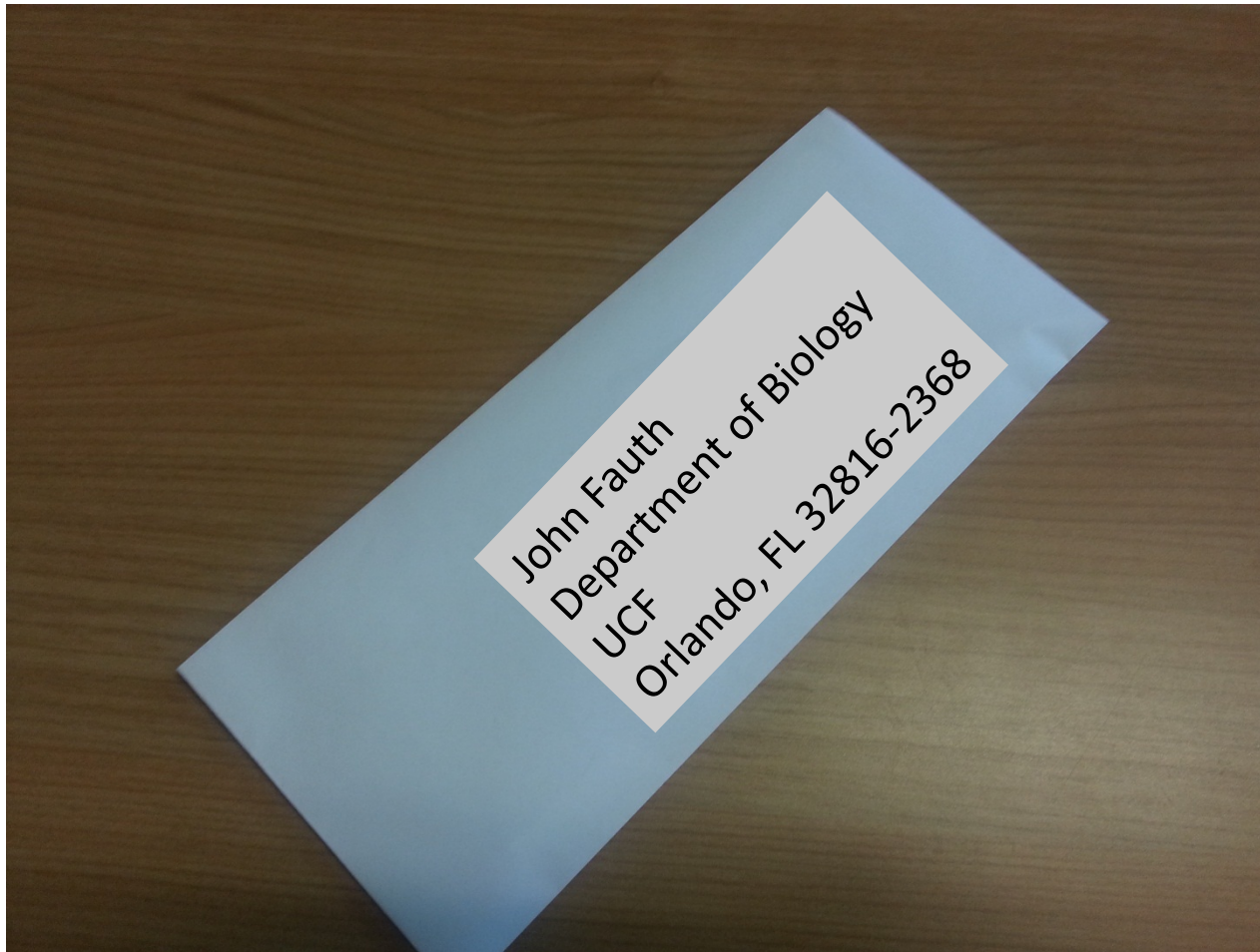
This step prepares your ballot to be mailed.

Seal this envelope. Print and sign  
*your name* across the back seal.



This step allows verification that you are a member of the bargaining unit and therefore eligible to vote.

Address to John Fauth in Dept. of Biology  
(x-2368). Deadline for receipt is 5:00 p.m.  
December 7, 2015



This step ensures that your ballot will be received.

Thank you for participating  
in the ratification vote!