

IMPORTANT

READ IMMEDIATELY

ELECTION NOTICE

**LETTER OF INSTRUCTIONS FOR PROPERLY
CASTING YOUR MAIL BALLOT**

The United Power Trades Organization (UPTO) is conducting its election of Treasurer and Lower Columbia Vice President, by mail ballot, under the supervision of the U.S. Department of Labor.

The election will be conducted, insofar as lawful and practicable, in accordance with the provisions of the UPTO Constitution and Bylaws, dated April 2015.

The term of office will be for the remainder of the unexpired term that will end June 2020 (approximately 32 months). Installation of the elected officers will occur immediately following the ballot tally and certification on Friday, October 13, 2017.

Ballots and envelopes are included with this packet.

A ballot listing the candidates is enclosed. **IN ORDER TO CAST A VOTE IN THIS ELECTION, YOU MUST VOTE THE ENCLOSED BALLOT AND YOU CANNOT BE OVER 90 DAYS DELINQUENT IN YOUR DUES AS OF OCTOBER 13, 2017.** All UPTO members who meet the above requirements can vote for the treasurer position. Only members in the UPTO Lower Columbia District may vote for the position of Lower Columbia Vice President.

INSTRUCTIONS FOR VOTING

1. Along with your ballot, you should have received a pre-addressed return envelope and a Secret Ballot Envelope (blank).
2. After removing your ballot and reviewing the enclosed materials, mark your selection(s) in the box(es) on the ballot next to the name of the candidate(s) of your choice.
3. You may vote for **ONLY ONE** nominee for the office of Treasurer and Lower Columbia Vice-President. All eligible UPTO members will receive a ballot, and may vote, for the treasurer position. Only members of the UPTO Lower Columbia District will receive a ballot, and can vote, for the Lower Columbia Vice President position. No write-in votes are permitted. Do not place your name, initials, or any other identifying information on the ballot. Ballots containing any identifying information will be voided.
4. When you have finished marking your ballot, place the marked ballot into the blank (secret ballot) envelope and seal it. Do not write on this envelope.
5. Place the sealed secret ballot envelope into the pre-addressed, postage paid envelope (the return envelope).
6. All ballots must be sealed and returned in the return envelope that has been provided. (No additional postage is necessary if mailed in the U.S.A.) **Do not deface the member information in the upper left corner of the return envelope or your ballot will be voided.** This information is necessary to confirm voter eligibility prior to the tally. Voter secrecy will not be compromised as the return envelopes will be separated from the secrecy envelopes following voter eligibility verification and prior to the secret envelopes being opened.
7. Mail your ballot. **All ballots must be received in the U.S. Post Office Box by 8:30 a.m. on October 13, 2017** or they will not be counted. Do not send your ballot certified or registered mail.

REMEMBER...TO CAST A BALLOT FOR THE CANDIDATE OF YOUR CHOICE YOU MUST CAST THE ENCLOSED MAIL BALLOT.

FOR YOUR MAIL BALLOT TO BE VALID, IT MUST BE RECEIVED IN THE P.O. BOX BEFORE 8:30 a.m. ON THE 13th DAY OF OCTOBER, 2017.

If you do not receive a ballot or spoil your ballot, you may request a new ballot by contacting Andrea Ware and/or Don Dachenhausen at 206-398-8099 (leave a message). If you request and return another ballot, only the replacement ballot will be counted. The election results will be posted on the UPTO web-site.