

Vote By Mail Instructions

You will receive with your ballot, a privacy sleeve that includes instructions. Please read and follow all instructions.

How to Cast Your Vote:

- **READ** the ballot carefully, noting the offices, the candidates' names, the **number to be elected** and any propositions. Take note of the precinct information printed in the top right corner of the ballot and verify you have received the correct ballot for the precinct in which you reside. (This information can be found on your voter I.D. card)
- **NOTE:** if the ballot is two-sided, be sure to vote both sides.
- **MARK** the BALLOT in this manner:
 1. Select the candidate(s) of your choice.
 2. On the left, opposite the name of each candidate, is an oval.
 3. Using a **BLACK INK PEN**, completely darken the oval corresponding to the candidate(s) of your choice and the propositions (if any) of your choice.
 4. Any mark placed upon a ballot anywhere (including the designated voting area), which serves to identify and therefore distinguish it from other ballots, shall not be counted. A letter of the alphabet, an "X", a check mark or other symbol are examples of an identifying mark. **(In other words- ONLY darken the oval- DO NOT make any other marks on the ballot)**
 5. You cannot erase or cross out a selection you have made. If you spoil (make a mistake), return it to the Election Office, and request a new ballot.
- **WRITE-IN CANDIDATES** may be voted for by using the space provided as follows:
 1. Locate the black line(s) below the last printed candidate name for each office.
 2. Write or print the name(s) legibly of your write-in candidate(s) on the blank line.
 3. Completely darken the oval corresponding to left of the name(s) you have written in. **Write-in votes will be counted only for candidates who filed a declaration of intent to be a write-in candidate.**
- **After You Finish Voting:**
 1. Place **ONLY** your voted ballot within the **PRIVACY SLEEVE FOR VOTE BY MAIL BALLOT**.
 2. Complete all applicable information. Also, **complete and sign the CERTIFICATION ENVELOPE** before inserting the ballot, which has been enclosed in the privacy sleeve and seal within the **RETURN MAILING ENVELOPE**.
- **RETURN BY MAIL**
 - Affix Postage to the **RETURN MAILING ENVELOPE** and be sure to complete return address information.
 - Mail voted ballot (within privacy sleeve) immediately in the **RETURN MAILING ENVELOPE**. It has been pre-addressed to the Election Office.
- **RETURNING YOUR BALLOT TO THE ELECTION OFFICE**
 - The ballot may be returned to our office by mail, personal delivery, delivered by anyone the voter designates or by a company which is engaged in the business of making deliveries.
 - If you are returning the ballot by mail, be sure to affix postage.

- AUTHORIZING SOMEONE ELSE TO RETURN YOUR BALLOT
 - It shall be unlawful for any person other than the voter or a person authorized by the voter to return your ballot.
 - If you wish to authorize someone else to return your ballot, you MUST complete the BALLOT RETURN AFFIDAVIT section on the Return Mailing Envelope (white). The person you authorize to return your ballot must also sign the BALLOT RETURN ENVELOPE

***NOTE: If you are returning a relative's ballot, please bring a photo identification in addition to the completed authorization form.**

If you spoil your ballot in any manner, you may return the entire ballot to the Election Office and request a new ballot.

PLEASE NOTE: TO BE COUNTED, YOUR BALLOT MUST BE POSTMARKED NO LATER THAN ELECTION DAY AND RECEIVED WITHIN **14 DAYS** FOLLOWING ELECTION DAY.