

INSTRUCTIONS

ACADEMIC SENATE ELECTION 2010-2013 INSTRUCTIONS FOR VOTING

*In balloting, please follow the procedure below **exactly**. Any ballot that does not conform to these procedures will be declared invalid. Only submissions of original, sealed Ballots are accepted.*

DEADLINE: Tuesday March 23, 2010

- All Ballots sent by USPO mail must be postmarked on or before the deadline.
 - All Ballots that are submitted by campus inter-office mail must be received on or before the deadline.
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It is important that every Senate constituent vote in this election.

Your Election Package should contain the Ballot and Nominee statements for your academic category, instructions and two envelopes

BALLOTING INSTRUCTIONS

1. Mark your selection by putting an X in the box to the left of the name you vote for. Do not write on, or mark Ballot in any other way.
 2. Insert your Ballot in the small, white envelope. Seal envelope. Do not write on, or mark this envelope in any other way.
 3. Insert the small, white envelope in the self-addressed Senate envelope. Seal envelope.
 4. On the back of this addressed envelope:
SIGN YOUR NAME ACROSS THE FLAP
WRITE YOUR NAME LEGIBLY UNDER YOUR SIGNATURE
 5. Ballots may be submitted via USPO mail or interoffice mail.
 6. **Do not deliver Ballots to the Senate, ISC 109**
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MAIL-IN OR DROP-OFF BALLOTS TO

Academic Senate, Mail Room
Pratt Institute
200 Willoughby Avenue
Brooklyn, NY 11205

Turn over for Election Schedule, Secret Balloting process, contact & other information

ELECTION SCHEDULE

- Tue Feb 23** Start Election
- Tue Mar 23** End Election, 5 pm
- Wed Mar 24** Tally
- Mon Mar 31** Senator confirmations due
- Mon April 6** Publish Senate Election Results and Report
All-institute Senate Report
- Tue Apr 20** Meeting of incoming & outgoing Senators; Elect new officers
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SECRET BALLOT PROCEDURE

The secret ballot procedure uses two sealed envelopes to ensure that votes are confidential and legitimate.

- Ballots are sealed in the unmarked envelopes.
- The unmarked envelopes are sent in the return envelopes, which are marked to assure that only eligible voters vote and vote only once. Voters' printed names on the back of the sealed, return envelopes are verified against the Senate's official voter database.
- When the return envelopes are received, they are grouped by academic voting categories. The inner, unmarked envelopes are opened separately to preserve the secrecy of the votes. Ballots that do not belong to the academic voting category within which they are grouped, are discarded.

In this way, the procedure assures that votes are legitimate (from an eligible voter); properly applied to the voter's academic category; cast only once; and secret; the returned ballot cannot be associated with a specific voter.

GET REPLACEMENT BALLOTS

Replacement Ballots may be obtained from the Senate office or by downloading PDFs from the Senate Elections webpage: www.prattsenate.org,

CONTACT Senate Nominations and Elections Committee

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ACADEMIC SENATE • ISC 109 • 718-636-3625 • senate@pratt.edu

DISCLAIMER: The substance of candidates' statements in the election package is provided by the respective candidates, who are solely responsible for its content, and do not necessarily reflect the endorsement by the Academic Senate or Pratt Institute

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