

Instructions for Official Secret Ballot

American Arbitration Association, Administrator

**Instructions for the election of
One Active Teacher
to the D.C. Retirement Board**

INSTRUCTIONS – PLEASE READ CAREFULLY: Ballots must be submitted only by Active Teachers. An “Active Teacher” is an employee who serves in a salary class position ET 1-15 under the District of Columbia Public School System (DCPS) and is a participant in the program for Retirement of Public School Teachers.

If you did not receive a ballot, please call the American Arbitration Association at 1-800-273-0726 and request a new ballot for the DC Retirement Board Active Teacher election. Please review the ballot instruction details listed below.

INSTRUCTIONS- Voting by Paper Ballot

- (1) Ballots must be submitted by Active Teachers, as defined above, **ONLY**.
- (2) You may cast a ballot for only **one** (1) candidate. You may cast your ballot by completing and mailing the enclosed paper ballot **only**.
- (3) Use the enclosed Official Secret Ballot. Mark one (1) box only. Do not sign or initialize the ballot.
- (4) When you have finished marking one box, place the ballot in the enclosed secret ballot envelope, and seal the envelope. Place the sealed secret ballot envelope inside the postage paid return envelope. Seal and mail the postage paid return envelope. Mail your ballot promptly. **YOUR BALLOT MUST BE RECEIVED BY 5:00 P.M. EDT, FRIDAY, NOVEMBER 30, 2012, IN ORDER TO BE COUNTED.** If you damage or cancel your ballot, please call the American Arbitration Association at 1-800-273-0726, and ask for a new ballot for the DC Retirement Board Active Teachers election.
- (5) Your name, address and a PIN number have been affixed to the Business Reply Mail return envelope. **DO NOT REMOVE OR DAMAGE THE MAILING INFORMATION ON THE ENVELOPE.** This information will identify you as an eligible voter. It is solely used by the American Arbitration Association to sort Business Reply Mail envelopes and to determine eligibility at the ballot count. Your vote will remain secret because of the **SECRET BALLOT** envelope containing your ballot will be separated from the Business Reply Mail envelope before it is opened. **ENVELOPES RECEIVED WITH MISSING OR DAMAGED MAILING LABELS WILL BE VOIDED.**
- (6) The ballots will be counted at 10:00 a.m. EDT on **WEDNESDAY, DECEMBER 5, 2012**, at 900 7th Street, NW, Level ML, Washington, DC 20001. Each candidate may observe the count or designate another individual as their observer.

(SEE ENCLOSED OFFICIAL SECRET BALLOT.)
(Qualifications Statements of Candidates on Reverse Side of Ballot.)