Memorandum

TO: TexITE Voting Members
FROM: Jane Doe, Secretary-Treasurer
DATE: June 7, 2000
SUBJECT: Officer Elections

Please follow the instructions below to vote for the candidate of your choice.

1) Two envelopes have been included to use in submitting your ballot, a small envelope and a larger envelope.

2) After marking your ballot, cut it off the letter along the dotted line, fold the ballot once along the fold line, and place it inside the smaller envelope.

3) Seal the smaller envelope and place it inside the larger envelope addressed to me. Please do not mark the smaller envelope.

4) Sign your name on the back of the larger envelope near the label of your name. You must sign the back of the larger envelope and you must be a member in good standing in the ITE in order for your vote to be counted.

5) Put postage on the larger envelope and mail it to me so that I receive it by JUNE 21st OR BRING IT TO THE BUSINESS MEETING IN COLLEGE STATION ON JUNE 24th. A call will be made by the President for all remaining ballots at the business meeting.

Sincerely,

Beth Ramirez

Cut Here

Fold In Half and Place in Smallest Envelope

Secretary-Treasurer
(vote for one)
☐ John Doe
☐ Jane Doe

Section Representative
(vote for two)
☐ John Doe <--vote for two
☐ John Doe
☐ Jane Doe

Vice President/President Elect
(vote for one)
☐ John Doe (typically current Vice President)