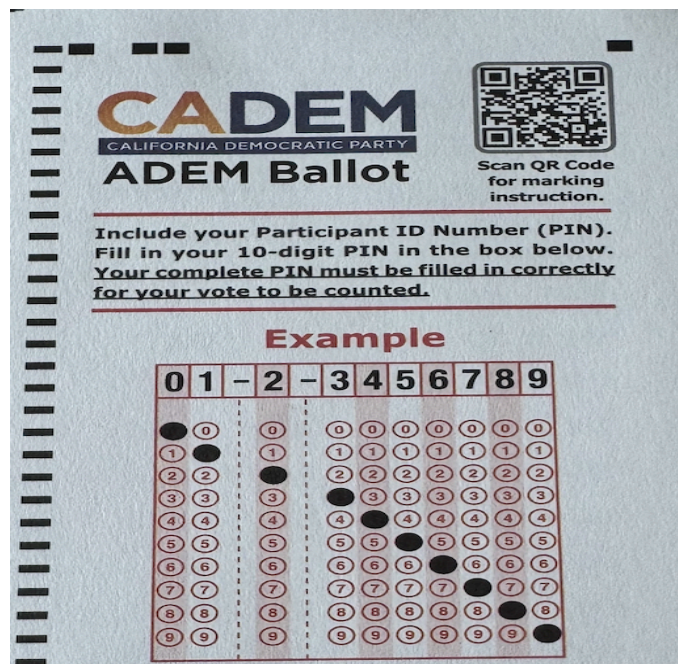# How to Fill Out & Return Your In-Person
ADEM Scantron Ballot

- **Include and fill in your 10-digit Participant ID Number (PIN).** When registering to vote in person for the ADEM election, you will be given a PIN on the registration success page sent to the email you used when registering to vote in ADEMs.

- **You must fill in the box on the front of your ballot,** by writing in your PIN and marking the corresponding bubbles. Please ensure that your voting PIN is legible. If your PIN cannot be read, your ballot may not be counted. As shown in the example image below, your PIN must be completed on your ballot for your vote to be counted.

- **Select your candidates.** You may vote for up to 14 candidates by filling in the bubble next to the candidates' corresponding Ballot Number. A candidate's Ballot Number can be found on the Candidates Page @ https://adem.cadem.org/candidates/

- **The Executive Board-eligible candidates,** with the most votes will be the Executive Board member for this Assembly District. *You may vote for more than one candidate that is Executive Board Eligible.*

- **This is a Semi Secret Ballot -** After the election, we make all ballots available, but the voter's names will not appear on the ballot.

- **Candidate List -** To find the eligible candidates, select your Assembly District from the Assembly District Candidate list on the https://adem.cadem.org/candidates/ page, corresponding to the first two digits of your PIN (Your Assembly District #). Candidates will be organized by their respective Ballot Number.

- **Voter Intent and Spoiled Ballots -** In-person Scantron Ballots will be counted electronically by Scantron. In the case that there is an issue reading the ballot, a manual inspection will be conducted. Voter Intent will be honored when counting the ballot. If you made a mistake on your ballot, it is recommended that you swap that ballot for a new one at any in-person voting location. You can find in-person voting locations @ www.adem.cadem.org/where-to-vote

Marking Instructions:
- Use a No. 2 pencil or blue or black ink pen only.
- Do not use pens with ink that soaks through the paper.
- Make solid marks that fill the circle completely.
- Make no stray marks on this form.

Note:. Candidates identifying as **self-identified females** will have "SIF" next to their name. Candidates identifying as **other than self-identified females** will have "OSIF" next to their name.

Candidates who are also eligible to run for the Executive Board will have "Yes" listed after their name. Candidates who did not select to run for the Executive Board will have "No" listed after their name.

> **REMINDER:** _If you fill in more than 14 bubbles,_ none of your votes will be counted.

How Ballots Are Returned

- **In-Person Voting Locations -** After filling out your ballot, place your ballot in the designated ballot box. Once your ballot has been dropped in the ballot box, it may not be removed from the ballot box.

- **In-Person ADEM Ballots -** must be placed in the ballot box within 15 minutes of the last ballot being distributed. The Convener will announce the last call to cast a ballot 15 minutes before the close of the balloting period meeting time, whichever is later.

- **After the In-Person ADEM Location Closes -** The ADEM convener managing the ADEM location seals the ballot box, they will drop off the sealed ballot box at any USPS mailbox, post office, or UPS delivery location 3-4 business days after the in-person ADEM event. They must do this immediately to ensure in-person votes are counted.

- **The Deadline To Casting Ballots -** In-person and online ballots must be cast by Sunday, February 23, 2025, at 6 pm. After this date, no other ballot will be counted or processed.