HOWARD UNIVERSITY

OFFICE OF THE FACULTY SENATE

TO: Faculty Senate Members
FROM: Committee on Committees
DATE: March 27, 2014
SUBJECT: Instructions for Voting on Election Day and by Absentee Ballot

VOTING ON ELECTION DAY – TWO OPPORTUNITIES

The Spring Elections are scheduled for: Wednesday, April 16, 2014
School of Social Work Auditorium - 9:00 am – 12:00 pm

Extended voting hours are 2:00 – 5:00 pm at the Faculty Senate Office, 525 Bryant St, C.B. Powell Building, Room C-119.

YOU MUST PRESENT an H.U. PHOTO ID or DRIVER’S LICENSE TO VOTE

VOTING BY ABSENTEE BALLOT

ABSENTEE BALLOTS WILL BE AVAILABLE FOR PICK UP IN THE FACULTY SENATE OFFICE ON: Monday, March 31, 2014

Before the election meeting, anyone not able to attend the meeting may request an absentee ballot. The written request (including fax [806-7396] and e-mail facultysenate@howard.edu) shall be sent to the Senate Office. The name shall be checked against the official list of eligible voters.

If the ballot is to be mailed, the request must include a photocopy of the driver’s license of the faculty member showing the mailing address. If the faculty member is not able to provide a driver’s license with the current mailing address, the current mailing address will be verified with the Provost, School/College, or Department.

If the absentee ballot is to be picked up from the Senate office by the faculty member, the faculty member must show an H.U. photo I.D. or a driver’s license. If someone else will pick up the ballot from the Senate office, the request must:

1) include a photocopy of the faculty member’s H.U. photo I.D. or faculty member’s driver’s license
2) include the name of the person who will pick up the ballot. The person picking up the ballot must show her/his H.U. photo I.D. or driver’s license.

Faculty must follow the directions included with the absentee ballots for the ballot to be counted.

ABSENTEE BALLOTS MUST BE POSTMARKED BY: April 15, 2014

ANY INDIVIDUAL REQUESTING AND/OR PICKING UP AN ABSENTEE BALLOT WILL NOT BE GIVEN A BALLOT AT THE VOTING SITE
Request for Absentee Ballot

Instructions: Please complete the following information and Fax or email it to the Faculty Senate office with your photo ID.

Name: ____________________________________________________________

Mailing Address: _____________________________________________________

Telephone: ___________________________ E-Mail: __________________________

School/College_________________________ Dept._________________________

Are you a Full Time Faculty Member? Yes [___] No [___]

Please Insert your HU photo I.D. or your Driver’s license.

FAX to: 202 806-7396 or bring a hard copy to the Faculty Senate Office (address above)