HOWARD UNIVERSITY

OFFICE OF THE FACULTY SENATE

TO: Faculty Senate Members
FROM: Clint Wilson, Secretary of the Faculty Senate
DATE: March 23, 2012
SUBJECT: Instructions for Voting on Election Day and by Absentee Ballot

VOTING ON ELECTION DAY – TWO OPPORTUNITIES

The Spring Elections are scheduled for: Tuesday, April 24, 2012
School of Social Work Auditorium, 10:00 a.m. – 1:30 p.m.

Extended voting hours are 2:00 – 4:00 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 ANONYMOUS ABSENTEE BALLOT

ABSENTEE BALLOTS WILL BE AVAILABLE AS OF Monday, April 9, 2012

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 TUESDAY, APRIL 23, 2012

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)