How to Fill Out and Return Your ADEM Ballot Instructions

How to Fill Out Your Ballot

- **Include and fill in your 10-digit Personal Identification Number (PIN).** When registering to vote for the ADEM election, you will be given a PIN on the registration success page and sent to the email you used when registering. Fill in the box on the front of your ballot, by writing in your number, and filling in the corresponding bubbles. Please make sure your voting PIN is legible. If your PIN can not be read, your ballot may not be counted. Your PIN must be filled out on your ballot for our 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 @ www.adem.cadem.org/candidates
- **Candidate List.** When looking up the eligible candidates, select the Assembly District, in the drop down list, that is the same number as the first two digits of your PIN (Your Assembly District #). Candidates will be listed with their corresponding Ballot Number.
- **Voter Intent and Spoiled Ballots.** Ballots will be counted electronically. 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 an in person voting location. You can find in person voting locations @ www.adem.cadem.org/where-to-vote

Note:. Candidates that are self-identified females will have "SIF" next to their name. Candidates that are 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.

If you fill in more than 14 bubbles, none of your votes will be counted.

How to Return Your Ballot

- **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. Vote by mail ballots may also be placed in a ballot box. Ballots that are in a return envelope will be accepted. Ballots must be placed in the ballot box, within 15 minutes of the last ballot distributed or the end of meeting time, whichever is later.
- **Mail back your ballot.** Seal the return envelope with your ballot inside it and place a stamp on the envelope. It is recommended that you add your return address. Drop your ballot off in any USPS mailbox or post office. Be sure to mail back your ballot immediately after filling it out to ensure your vote is counted. The last day for Vote by Mail Ballots to be received is on Saturday, January 31, 2023. Ballots received after this date will be considered late and not processed.