Voting Instructions for BTU Officer and Delegate Elections

Voting Window: May 19 @ 8:00 AM - May 29 @ 6:00 PM

BTU Members can vote by Online or In-Person Voting

Online Voting Instructions:

- Online voting begins at **8:00 AM on Monday May 19, 2025.**
- BTU members in good standing will receive an email sent to their work email address from "American Arbitration Association" AAAElections@adr.org. This email will contain voting information, a link to the site to vote, an organization ID and unique randomly generated PIN.
- Once the email is received the eligible voter will:
    1.) Click on the link to the voting portal: https://electionsaaa.org/
    2.) Enter in the Organization ID provided (BTU)
    3.) Enter in their PIN provided
    4.) Check the "I'm not a robot" box
    5.) Answer the reCAPTCHA prompt
    6.) Click "Log in"
    7.) Make their voting selection. Members can select to vote for a slate or individual candidates
    8.) Click the "Submit Vote" button
    9.) Review their vote selection
    10.) Click the "Confirm Vote" button
- Submit your online vote by **11:45 AM on Thursday May 29, 2025.**
- If you experience any problem with the system, please call AAA at 215-731-2280 (Weekdays, 9:00 AM EDT to 5:00 PM EDT).

In-Person Voting Instructions:

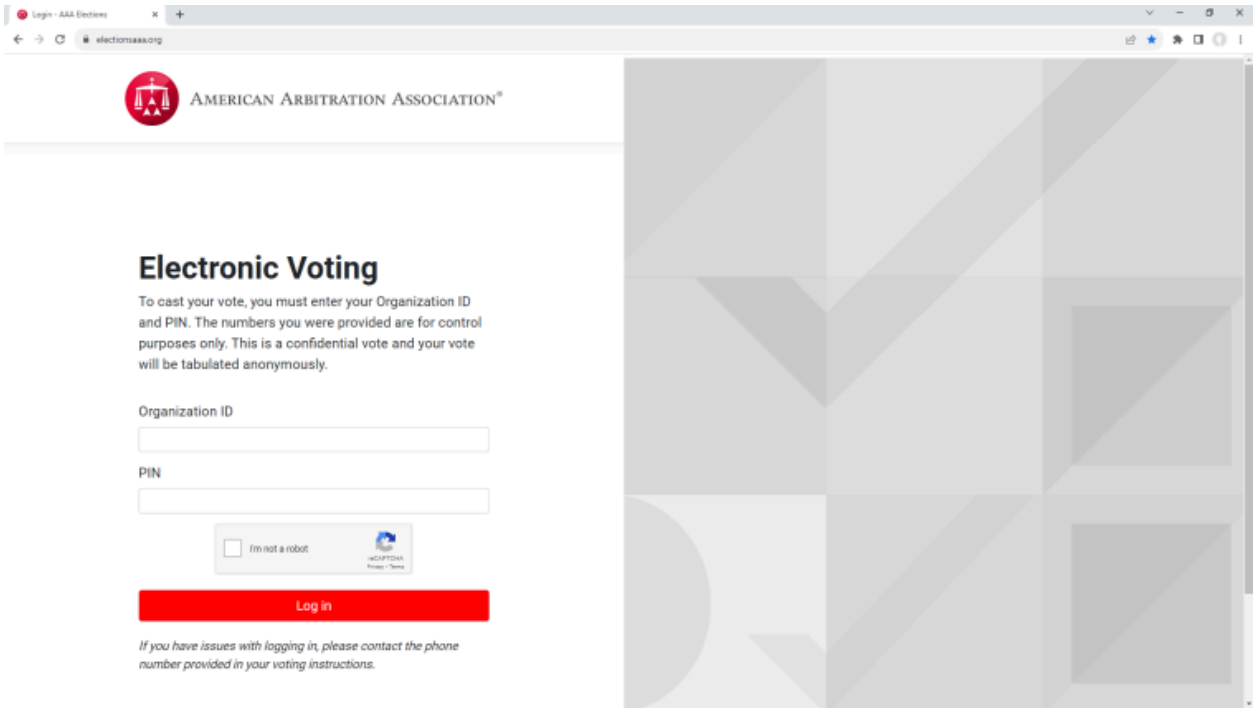
- On **Thursday May 29 from 12:00 PM to 6:00 PM**, there will be in-person voting available at the BTU Office (5800 Metro Drive, Baltimore MD 21215).
- In-person voting will be administered by the American Arbitration Association (AAA).
- In-person voters must present picture identification (BCPSS ID is acceptable) and be a BTU member in good standing as of April 1, 2025.
- **At 6:00 PM, all voting will end**. In-person votes and online votes will be tallied by AAA.

If a member tries to do <u>both</u> Online Voting <u>and</u> In-Person Voting:

- Online voting ends at 11:45 AM and AAA will print out a list of all online voters. In-person voting starts at 12:00 PM. If a member comes to do in-person voting and is on the online voter list, AAA will not allow that member to vote. The online vote is counted for that member.

ONLINE VOTING

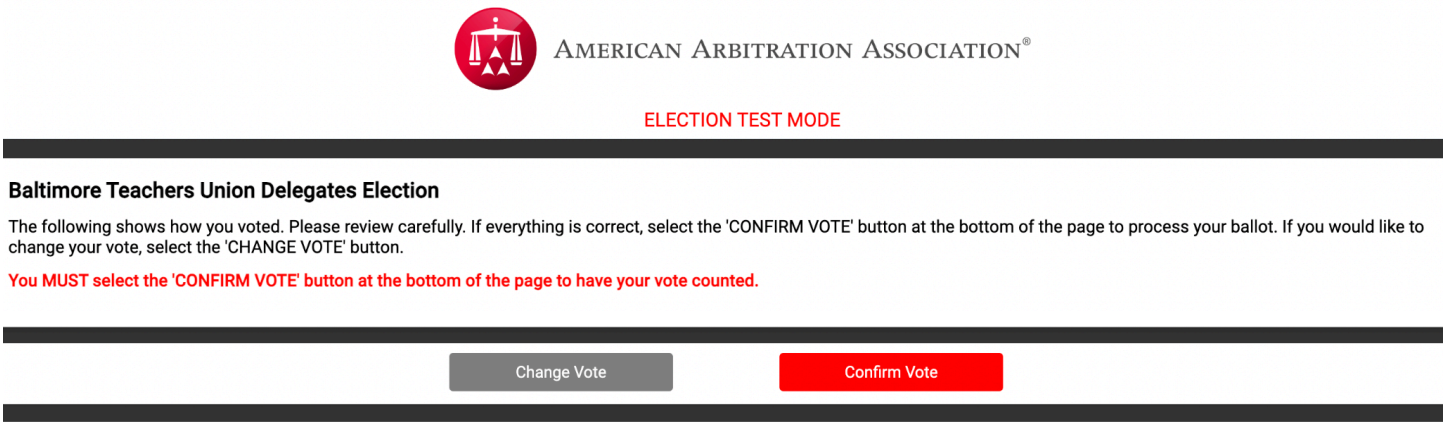
1. Login: Use the login information from the email you received from "American Arbitration Association" AAAElections@adr.org



2. Online Ballot: Select a slate or individual candidates

- Clicking the box above the slate name selects all the candidates in the slate. You cannot unselect a candidate from the selected slate.
- You can select individual candidates if you do not select a slate.
- You will not be able to select more than the indicated number of candidates.

3. Confirmation Page: You must click "Confirm Vote"



- **If you experience any problem with online voting, please call AAA at 215-731-2280 (Weekdays, 9:00 AM EDT to 5:00 PM EDT).**
- **If you have any questions (other than online voting), email NEC@baltu.org.**