

## IMPORTANT NOTICE ON VOTING RIGHTS AND PROCEDURES

### ELIGIBILITY TO VOTE:

According to the **Standing Rules, Policies and Procedures Manual** of IAWP, Incorporated, *Section .0204 Annual Membership Fees; When Due* states: "...Any member whose annual membership fees for any calendar years have not been received by the IAWP Administrative Office within one hundred twenty (120) days after the beginning of the membership year shall be considered inactive and not entitled to exercise any rights as a member." All membership dues must be received by the IAWP Administrative Office by April 30, 2008, to ensure each member's right-to-vote.

### RULES OF THE ELECTION:

1. Each IAWP member is entitled to one vote, using only one method of voting.
2. You may use the paper ballot method or you may go on-line to vote at [www.iawponline.org](http://www.iawponline.org).
3. Please mark the box beside the candidate for whom you wish to vote.
4. You may vote for one candidate for each office.
5. The voting shall commence on Tuesday, May 13, 2008, and continue until Tuesday, May 27, 2008.
6. Paper ballots will be available on the first day of the annual meeting, Monday, June 9, 2008, at the 95<sup>th</sup> International Educational Conference, for those members entitled to cast a vote and who have not voted previously.
7. All ballots cast by mail must be received by June 2, 2008, at 5 p.m. to be included in the tally unless the member decides to cast his/her vote according to rule number six.
8. The final vote will be tallied and the election results announced at the business session at the 95<sup>th</sup> International Educational Conference on June 12, 2008.

### PROCEDURE FOR VOTING ON-LINE:

Have your membership card available. Log in to the "member's only" portal at [www.iawponline.org](http://www.iawponline.org) by following these steps:

**Enter your member ID:** MEMBER NUMBER  
**Enter your password:** PASSWORD

This is your personal password (if you have not created one already you can do so by clicking on "Don't have a password? Click here!" and you will be walked through the process to establish your personal password.)

The voting application will allow you to select those candidates for whom you wish to cast your vote, and to vote on the proposed amend to the bylaws.

### PROCEDURE FOR VOTING BY PAPER BALLOT:

1. The ballot must be completed and mailed to the IAWP Administrative Office, 1801 Louisville Road, Frankfort, KY, 40601, scanned and e-mailed to [iawp@iawponline.org](mailto:iawp@iawponline.org), or faxed to 502.223.4127.
2. All ballots must be received by June 2, 2008, to be included in the tally.
3. For those members entitled to cast a vote and who have not voted previously, paper ballots will be available on the first day of the annual meeting, Monday, June 9, 2008, at 5 p.m. local time at the 95<sup>th</sup> International Educational Conference.
4. The ballot appearing in the March/April 2008 *Workforce Professional* is the only copy of the ballot you will receive.