

Memorandum

To: 2017 Councillors

From: Melissa W. Costello, MD, FACEP
Chair, Tellers, Credentials, & Elections Committee

Date: September 25, 2017

Subj: Voting Cards and Electronic Keypads

You will be given an orange voting card when you are credentialed for the 2017 Council meeting. It is your responsibility to keep track of this card for the entire meeting – only one card has been made for you. If you misplace your voting card, please see Mary Ellen Fletcher, CPC, CEDC, at Councillor Credentialing. **To decrease delays the first morning of the Council meeting, I encourage you to be credentialed on Thursday, October 26, anytime between 3:00 pm and 8:00 pm at the Marriott Marquis Ballroom Foyer, Meeting Level 2.**

An electronic keypad will be distributed to you on Saturday, October 28, for use during the meeting and the elections. **Please arrive early at the Council meeting on Saturday to receive your keypad and to avoid long lines.** Please plan to conclude your participation in caucuses by 7:30 am so that you have time to get your keypad before the Council meeting starts at 8:00 am. **You must present your voting card to obtain your keypad.**

Members of the Tellers, Credentials, & Elections Committee will be available during the meeting to answer questions about the exchange of councillors and the use of your voting card and electronic keypad. All keypads are tested prior to distribution and you will have an opportunity to practice using them prior to actual voting on resolutions and the elections.

We look forward to your participation and to an exciting and successful meeting.

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