

## Mail Ballot Instructions

1. Print the official ballot and use it to cast your club's vote.
2. Mail your club ballot to:  
Sue Weaver  
Registrar Committee Chairman  
8002 Wayside Trail  
San Antonio, TX 78244
3. If for any reason you have misplaced or lost the official ballot, please contact Sue Weaver (scw1973@gmail.com).
4. The completed and returned ballot must be postmarked **no later than December 20, 2021**. There will be no extensions or exceptions allowed.
5. The members of the 2021 Registrar Committee will count the ballots.
6. A two-thirds (2/3) vote of the clubs voting is required to adopt the proposed bylaws amendment.
7. The chairman will submit the Teller's Report to ADDC President Evelyn Green, who will notify all clubs of the official results no later than December 31, 2021.

## Club Voting Procedures

1. Provide the membership with all the necessary information about the proposed amendment so they can discuss and make an informed decision.
2. Schedule when the vote will be taken; it can be at a regular meeting or a called meeting. Your bylaws should state the required notification.
3. A quorum as stipulated in the club bylaws must be present.
4. The members present can decide what type of vote to be taken: verbal, standing, or ballot. Prepare ballots in advance.
5. The majority vote of the members present and voting will determine the club's vote. The club president will submit the ballot per the instructions above.

Please address any questions or concerns regarding procedure to vote to Sue Weaver (scw1973@gmail.com), Chairman Registrar Committee.