



International School Bangkok

### **ISA Board of Trustees Voting Procedures**

On Tuesday, May 16, 2017, a voting station will be set up in front of the Chevron Theater Gallery at ISB to receive ballots being cast for the election of candidates to the ISA Board of Trustees. Similarly, an additional voting station will be set up at the Lobby of the Emporium Tower, Bangkok Bank (please refer to attached map) for voters living downtown who may not be able to come to ISB. These are the only voting stations for the election.

Voting will take place on Tuesday, May 16, 2017 beginning at 7:00 a.m. and ending at 6:00 p.m. for the ISB polling station. At the Emporium Tower, voting starts at 8:00 a.m. and ends at 12:00 p.m. No ballots will be accepted after 6:00 p.m. (ISB) and 12:00 pm (Emporium Tower).

- Each ISA member may cast one (1) ballot and vote for up to eight (8) candidates.
- A ballot is attached.
- Voting by proxy is not permitted.

#### **If you will vote in person:**

- You will be requested to show an ISB photo ID at the voting station to receive a ballot.
- Your name will be checked off the ISA membership roster

#### **If you will have your ballot delivered:**

- Only the child or spouse of an ISA member may deliver ballots to the voting station.
- **The ballot must be enclosed in a sealed envelope, the envelope must be signed across the seal by you, the voting ISA member, and your name must be printed above the signature.**
- When the envelope is delivered, the voting ISA member's name will be checked off the ISA membership roster.
- Only one ballot may be placed in each sealed and signed envelope.
- Ballots will **not** be accepted from drivers or maids.

#### **REMINDERS:**

- **All ISA members must show an ISB photo ID in order to vote at the Chevron Theater or at the Emporium Suites.**
- **Attend the Annual General Meeting and bring this packet with you.**