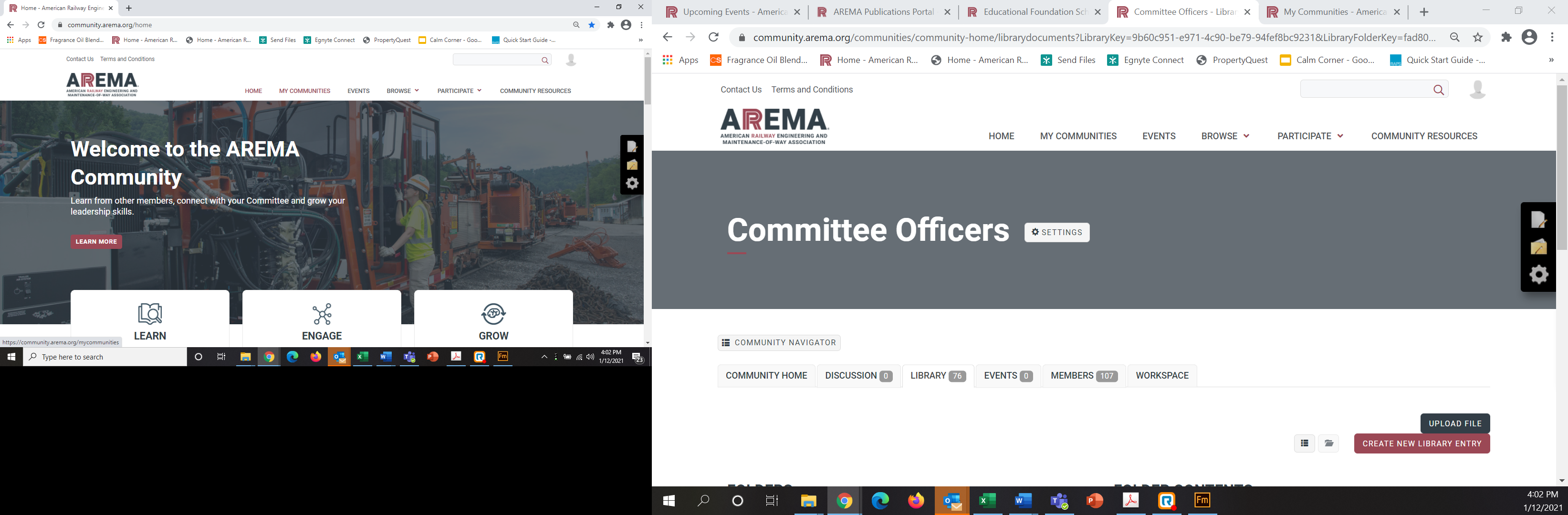
**A close up of a sign

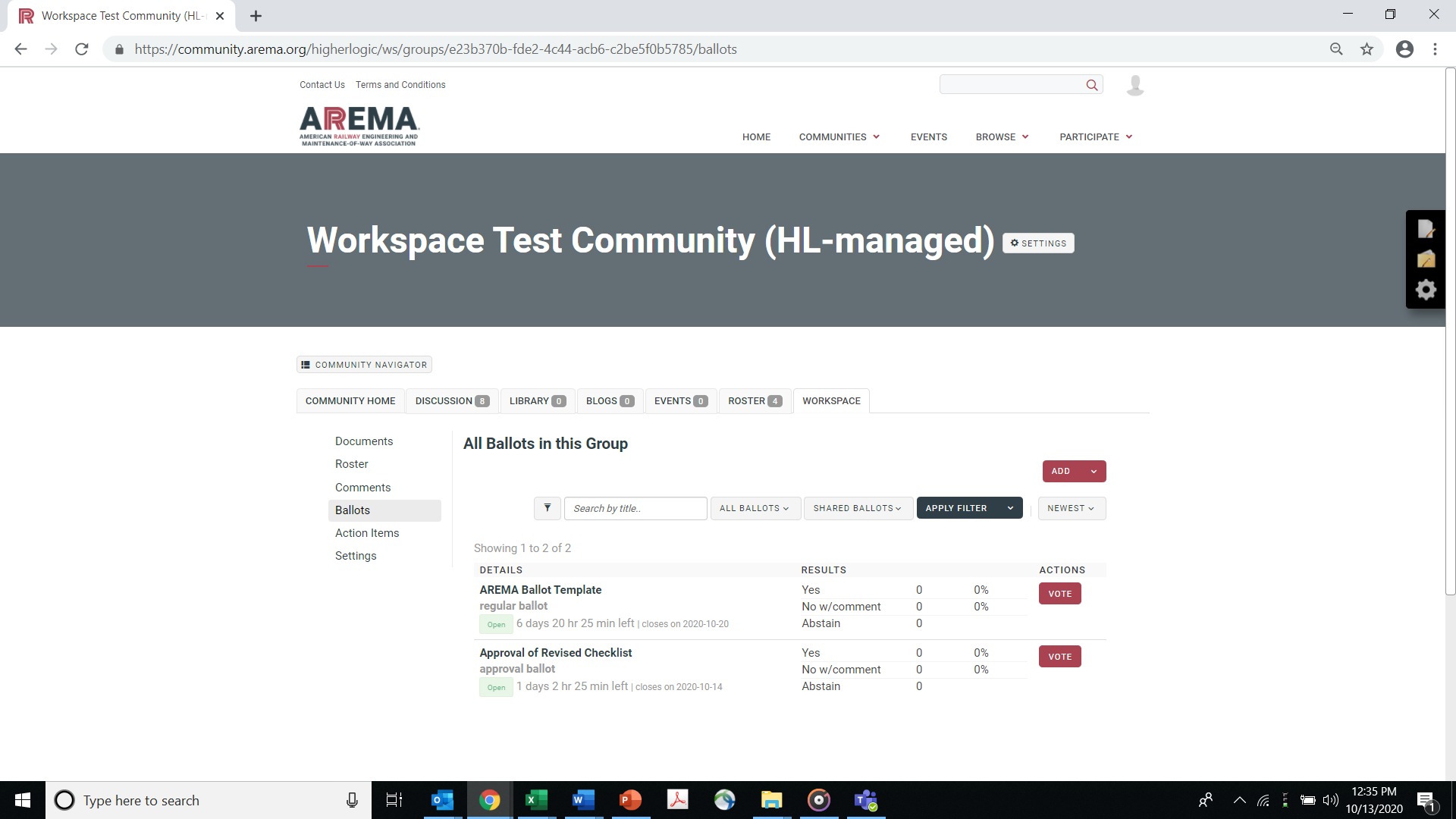
Description automatically generated**

**How to vote on a ballot**

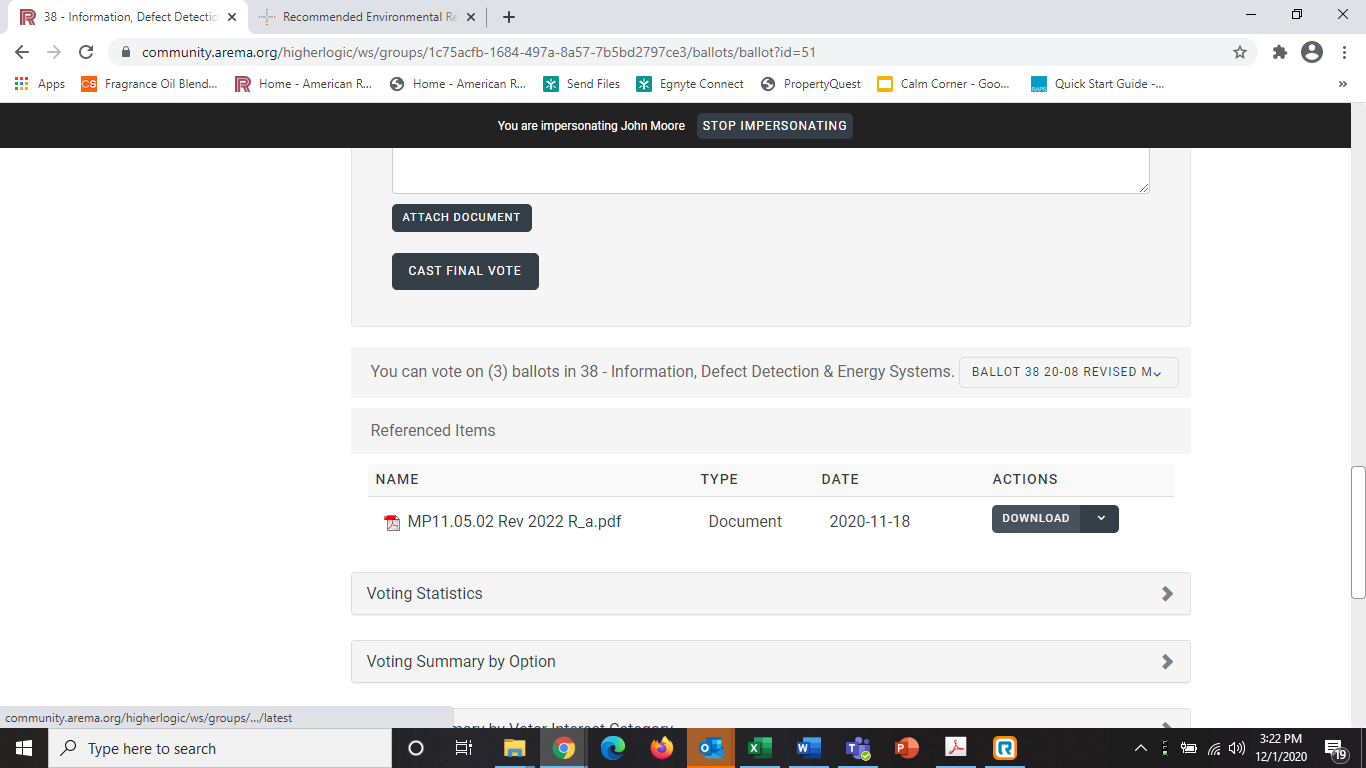
1. Login on the www.arema.org site then click **Member Home**. From there, click on My Communities to be directed to the Communities site.
2. Click on **Communities** at the top of the page and then click **My Communities** to select the committees you are on.



1. Navigate to your Committee Community and click on **Workspace**.
2. Click on **Ballots**. You will see the open Ballots available for you to vote on.

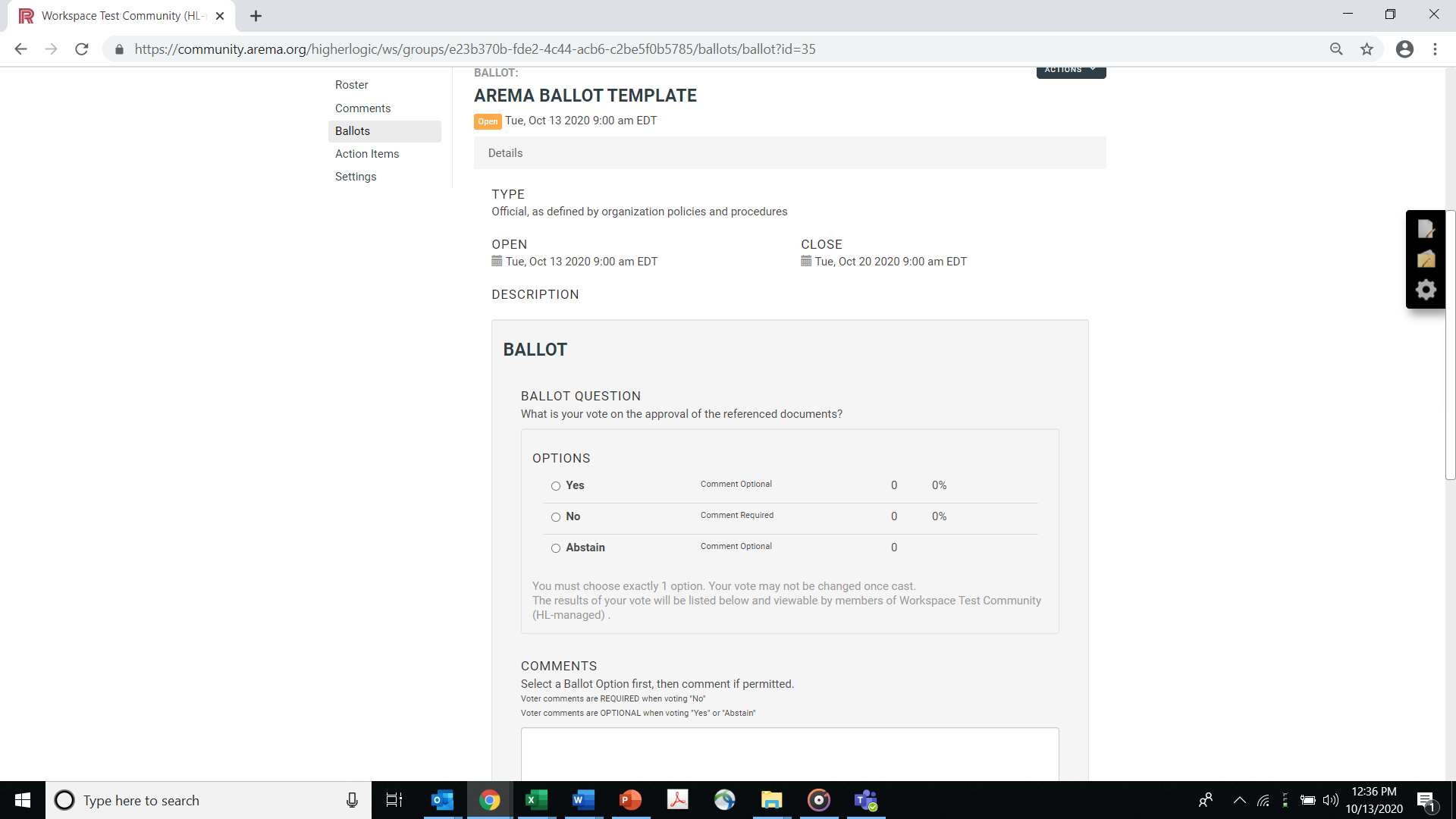


1. Under **Actions**, click **VOTE** for the Ballot you want to cast your vote on.
2. Review the question and any **Referenced Items** which will be the documents for approval**.** To view the Referenced Items, scroll down to Reference Items and click **Download.**



This will open up the Referenced Items in a new tab in your browser.

1. After review of the Referenced Items, **Cast Your Vote**. Comments are required for “No” votes and optional for other options.



1. Should you need to, after voting you will have the option to **Change your vote.**To change your vote, click on **Ballots** and select the ballot you would like to change your vote on and click **Revote.**

