

## **MAIL BALLOT – Voting Instructions and Rules**

Please read and follow the instructions in order to properly cast your Mail Ballot. If your Mail Ballot is improperly cast, it may cause your Mail Ballot to be deemed invalid.

**Your Mail Ballot must be received by Agtegra Cooperative at or before 5:00 PM on Tuesday, December 18, 2018.**

There are 3 primary ways to cast your Mail Ballot:

- 1) Your Mail Ballot, upon completion, can be placed in the prepaid return addressed envelope (addressed to Agtegra) and put in the U.S. Mail. *Please allow adequate time for your Mail Ballot to arrive by U.S. Mail. We recommend depositing your Mail Ballot in the U.S. Mail no later than Saturday, December 8, 2018.*
- 2) Your Mail Ballot, upon completion, can be hand-delivered to the Agtegra Aberdeen office at 908 Lamont Street South, Aberdeen, South Dakota 57401. *Do not deliver your ballot to any other Agtegra location.*
- 3) You may also cast your vote and submit your ballot at the Annual Meeting of the Members of Agtegra Cooperative on Wednesday, December 19, 2018, commencing at 1:30 PM, at the Innovation Center at 39278 133rd Street, Aberdeen, South Dakota 57401.

*A member cannot change their vote after they have submitted a ballot and it has been received.*

### **HOW TO CAST YOUR MAIL BALLOT:**

- Locate the Mail Ballot, the Mail Ballot envelope and the return envelope included in this mailing.
- Clearly MARK your Mail Ballot.
- Place the Mail Ballot into the small ballot envelope and SEAL it.
- Clearly SIGN the small ballot envelope on the signature line to validate your Mail Ballot.
- Place your Mail Ballot envelope into the prepaid return addressed envelope and put it in the mail or hand-deliver it as provided for under numbers 2 and 3 listed above.
- REMEMBER to allow for adequate time for your Mail Ballot to arrive via U.S. Mail by 5:00 PM on Tuesday, December 18, 2018. *We recommend depositing your Mail Ballot in the U.S. Mail no later than Saturday, December 8, 2018.*
- Your Mail Ballot must be received by the Agtegra Aberdeen office. DO NOT drop your Mail Ballot off at any other Agtegra location. Agtegra locations and employees cannot accept or receive your Mail Ballot.

**Agtegra is not liable for any invalid, lost, stolen or improperly received ballots. A ballot that has not been received by the above deadlines will not be counted.**

**A copy of the proposed amendments to the Bylaws can be found at [www.agtegra.com](http://www.agtegra.com).**

**For questions about your Mail Ballot, the voting instructions and rules, or to request a copy of the proposed amendments to the Bylaws, please contact Mike Traxinger at 605-725-8325 or [mike.traxinger@agtegra.com](mailto:mike.traxinger@agtegra.com).**