

Conducting a Valid Chapter Election of Officers & Voting Directors

It is vital that each chapter run a proper election of officers and voting directors each year.

Important Steps:

1. Check and review Chapter bylaws for specific provisions concerning the election.
2. Build a timeline to accomplish the election tasks.
3. Schedule **your** election meeting.
4. Open nominations and provide a due date.
5. Prepare a ballot and distribute to the membership.
6. Hold **your** election meeting and follow the script!



Things to Remember

1. Nominations from the floor can also be made at the chapter election meeting.
2. Current officers must declare via an email to the chapter Nominations & Elections chair their intention to continue service and declare for the office they intend to run.
3. If an individual is nominated for two positions, they must select one for which they intend to run.
4. Be sure to contact all nominees prior to the ballots being made, to ensure they accept the nomination and will serve if elected.
5. Chapter Presidents and Vice Presidents are often also the Voting Directors, they must be separately elected to these positions.
6. No “show of hands” election, use a paper ballot.

Note on Voting Directors

Many chapters have their chapter President also serve as a 1 or 2 year Voting Director while serving as Chapter President. While this is allowable, it must be reflected in the chapter bylaws as such for this to take place.

DO NOT combine the chapter President and the International Voting Director into one vote. This would be considered a violation of the International Bylaws and therefore an invalid election.

Chapter Ballots

Prepare the Chapter's ballot for distribution

- Be sure it includes headings for each position to be elected.
- Wording: “**If you are unable to attend** the Chapter's election meeting on (date and time) please vote for one candidate in each category and return this ballot by....”
- Emailed ballots must be received by (date) to (Chapter's Election's & Nominations Chair).
- Please note that by casting your vote by email you will be unable to vote at the election meeting.

Email the ballot to all Chapter Members in Good Standing (check in with you Membership Chair)

Materials to Have on Hand at Election Meeting

1. Election Meeting Script.
2. Paper ballots with names of nominees received, to date, and positions.
3. Your confidence that all will go smoothly and it is not the end of the world if there is a problem or conflict. We are all volunteers and doing our absolute best. There is nothing that could go wrong at your Chapter's election meeting that we can't fix.
4. Pens and a smart phone or computer with internet access.

Conducting the Election

Call the election meeting to order

- Utilize the script.
- Nominations can come from the floor, be sure to ask three (3) times.
- If a nomination from the floor is offered, the Nominations & Elections chair should verify membership via the IRWA website, Membership Directory and that they meet all criteria outlined in the chapter bylaws.
- Allow an opportunity for each candidate to speak for a determined period of time - say 3 to 5 minutes.
- The chapter Secretary is to note in the minutes of the meeting the names of those that ran for each office and the ultimate winner of the election.

After the Election

- Collect all paper ballots.
- The need to go to your Chapter Secretary and are attached to the meeting minutes and become part of the official record.
- We'll review the script as we conduct the Region 1 nominations.
- Take a deep breath and get excited for the next year..... Portland here we come!
- **Please be sure to sign in if you are a Voting Director (or submitted a proxy) with me or the INEC folks up front at registration when you show up day 1!** If I have to hunt you down on Wednesday before the Board meeting you'll owe me a drink at the gala.

Please reach out to your **Region 1 International Nominations & Elections Committee representative, Alesia Strauch – SR/WA, R/W-RAC** with any questions about running your Chapter elections, International & Region 1 award nominations and if you are interested in submitting a nomination for the IEC next year.

Contact Alesia at AR/WS is (925) 691-8500 or via email to astrauch@arws.com

