Electronic Nominations & Elections Process

Example timeline to be **completed by the chapter secretary:**

April 6, 2020

Email chapter members a slate of officers, if your chapter has one, and announce nominations are open. List each office, making sure to separate both Director positions. Include a **30 day deadline** for submitting nominations.

May 4, 2020

Email chapter members notifying them nominations will close May 6, 2020.

May 6, 2020

Email chapter members that nominations are closed.

May 11, 2020

Email a request for a motion to open the elections. The motion must be made and seconded before opening the election. Once the motion and second have been made email the new slate with the nominated members added, if there are any, to chapter members with a **14-day deadline for voting**.

May 20, 2020

Email chapter members that elections will close May 25, 2020.

May 25, 2020

Email the chapter membership informing them the elections are closed.

May 26, 2020

Email announcing new 2020-2021 officers.

The **Chapter Secretary must keep records** of all email ballots and by **June 30, 2020 the newly elected officers** must be installed. Installation may be done via a virtual meeting or phone call by a Past Chapter President.

*Please feel free to tweak the dates to meet the needs of your chapter. Important items have been **bolded**. You must allow 30 days for nominations, 14 days for voting and install 2020-2021 officers by June 30, 2020. It is suggested to send reminder emails prior to each closing to ensure your members have multiple notifications to participate. Also, while social media is not approved for elections, you can use it to notify members that a nominations/elections email was sent to them.*