



## Chapter Elections Process

1. Call for Nominations – Monday First Week of May
  - Email to all active and grace period members with nomination form or instructions
2. Deadline for Nominations – Friday Third Week in May
3. Nominations Committee Review of Applications
  - Ensure all candidates are members in good standing and meet any other criteria set by the chapter
4. Notice of Candidates – Monday First Week in June
  - Email to all active and grace period members announcing the candidates with their bios
5. Prepare Online Election – Monday First Week in June
  - Send candidates and bios to CSSE office (ehewitt@csse.org) to create online election
  - NOTE: Should only one nomination for a position be put forward, assuming the candidate is eligible to run, that candidate does not need to stand for election and is automatically elected in an uncontested vote.
6. Announce Election – Monday Third Week in June
  - Email all active and grace period members announcing the start of voting with a link to online election
7. Elections Deadline – Friday Last Week of June
8. Notify Candidates – Monday First Week of July
  - Notify unsuccessful candidates and outline other opportunities to get involved with the chapter
  - Notify successful candidates to take their positions and begin on boarding process outlined in the Chapter Business Management Guide
9. Notify Chapter Membership – Following candidates notification
  - Post to chapter website and/or send an email to all chapter members
10. Ratification at AGM
  - Results of the election are presented
  - A motion to accept the result is called



## Notes on Transitioning

The move to aligned election cycles will help to create consistent onboarding for all chapters. The move will also simplify the planning and reporting process for both chapters and national. To move to an aligned executive term (July-June) for most chapters there will be a transitional election year that will either need to be extended or shortened to make alignment possible. For chapters that do not have their election cycle built into their bylaws, they may simply choose to extend or shorten their terms to have their next terms begin in July. For chapters with election terms built into their by-laws, the by-laws will first need to be amended and ratified by the membership. For assistance in by-law edits please reach out to your Regional Vice President.