

## Election Guidelines

The procedure for producing the ballots and conducting the elections include the following steps:

- (1) Determining the timeline for announcing the results of the elections by April 20 (as required by the By-laws). Please ask the Chair of the Organization Committee for the date they can meet to certify the elections.
- (2) determining the upcoming vacancies from the list of the committees on the Governance Website;
- (3) circulating a call for nominations for vacant seats, indicating the term of the service;
- (4) soliciting written consent from all candidates, except for self-nominated ones;
- (5) adding a line for a write-in nomination for each committee;
- (6) verifying the term limit for the candidates under consideration (4 consecutive years on a given committee);
- (7) indicating the deadline for receiving the ballots;
- (8) sending the ballot to the eligible voters (as defined in the By-laws). The office of Human Resources will provide labels for this list.
- (9) tallying the valid ballots by the election committee. Ballots need to be retained for the record.
- (10) moving forward the election results to the Organization Committee in time for their certification.
- (11) moving forward the results to the Presiding Officer by May 1st.