

# Election rules and regulations for ACSOW

## Election process

- Nominating Committee begins work; call for nominations sent to members
- Time period for nominations ends
- Candidate selection completed by Nominating Committee
- Association office sends ballots to members
- General Assembly held and voting completed

## Nominating Committee

The Nominating Committee is elected by the Governing Board of the association. The Nominating Committee shall consist of three persons. One person is named as chair and organizer. The primary function of the Nominating Committee is to select candidates who will stand for election to association offices. Only candidates representing a member of the association can be nominated. Only association members representatives can nominate candidates.

## Call for nominations

Route Manager is responsible for distributing notice of a call for nominations. Call for nominations can be distributed by mail or newsletter. The call for nominations should clearly state the closing date for nominations.

Nominations shall:

- (a) be made in writing;
- (b) indicate the office for which the person is nominated; and
- (c) be accompanied by the written consent of the candidate.

If the nominations for a post are lacking or in any way inadequate, it is the responsibility of the Nominating Committee to find qualified candidates to stand for election.

## Selecting candidates

The Nominating Committee meets and agrees upon the final candidates. Each post should have one or more candidates. The chair of the Nominating Committee sends letters, by post or email, to each person nominated, thanking them for their interest. Candidates should prepare a brief presentation of themselves that will be sent to the electors.

The printing and mailing of the ballots can be handled by the chair of the Nominating Committee or by the secretary of the association.

Rules for voting are stated in the articles for ACSOW.

## Counting Team

The Nominating Committee does not count the ballots. A small group of members, always more than one person, counts the ballots; they may be named by the President. One person is named as chair and organizer of the Team.

A final summary sheet representing the true count of the ballots should be written and signed by all members of the Counting Team. The chair of the Counting Team retains all ballots and worksheets until the new candidates take office. Then the ballots and worksheets should be destroyed.