

ELECTION PROCEDURES

According to the Association's Bylaws, Election of Local Officers is to be held every 2 years.

A Committee on Elections shall be appointed by the President, consisting of a Judge of Elections and two (2) tellers. **No Officers of the Association or candidates shall serve on the Elections Committee.** Elections are to be held in accordance with the Association's Bylaws.

Notice of available positions and requests for nominations will be sent via USPS or emailed to each member with a deadline to be returned. After the close of nominations, the Judge of Elections verifies that each candidate will accept their nomination.

A notice of those running for the available positions will sent to each member to make them aware of who is going to be placed on the ballot. It will also be noted that nominations for the available positions can be made from the floor the day of the election. Nominees must be present to accept such nomination. All notices to members shall include the date, time, and place for the elections.

At the membership meetings, the Judge of Elections will explain the nominations and voting procedures as well as read the names of members who have previously accepted their nomination. He/she will then request the recording secretary place the names on the official ballot.

The Judge of Elections opens the floor for nominations. *Examples statement*

THE CHAIR WILL NOW ENTERTAIN NOMINATIONS FROM THE FLOOR FOR THE OFFICE OF _____ (Read 3 times). ARE THER ANY OTHER NOMINATIONS FOR THE OFFICE OF _____.

After the above is read three (3) times, say the following – **“NOMINATIONS FOR THE OFFICE OF _____ ARE NOW CLOSED.”** If there were other nominations, the recording secretary places the names on the ballot. If only one candidate is running for office, say the following – **“SEEING NO OTHER NOMINATIONS, THE CHAIR DECLARES _____ ELECTED TO THE OFFICE OF _____.”**

*Repeat for all open positions

After the nominations are completed and there is more than one candidate running for an office, candidates are given the opportunity to address the membership for the time period listed in the Bylaws (i.e. 3 minutes). Membership is then given the opportunity to vote. Make sure all timelines are followed.

When polls are closed the Judge of Elections and tellers take the ballots to another room to count. The Judge of Elections then gives the results to the President who announces to the membership. The PSEA UniServ Representative and PSEA region office should also be notified.