

General Guidelines for the ALSA Board of Directors Election Process

The election process occurs in three main stages. These are the Nomination, Candidacy and Voting stages. Each stage has general guidelines or suggestions that should be followed to maintain a fair and legal election process each year. The following guidelines and suggestions are meant to help ALSA members participate in each stage with a clear understanding of how it all works. These guidelines and suggestions will be delivered according to each stage's process as they occur during the election time frame.

Nomination (Stage 1) – Refer to Candidate Petition on website

January thru April 10th

This stage breaks down into two different processes – those who wish to nominate and those who wish to be nominated. Following the requirements and suggestions below will help ensure that your petition form is considered a valid form and/or the person being nominated is eligible to run for a position.

Requirements to Nominate a Member for the Election

1. To be eligible to propose a candidate, you must be
 - a) a current ALSA member
 - b) in good standing with ALSA; and
 - c) at least 19 years of age
2. When nominating
 - a) Only one petition per membership number
 - b) **Include your Name, ALSA # and signature on petition**
 - c) If submitted by the United States Postal Service, your nomination must be received by April 10th. All other nominations (fax / e-mail) must be received no later than 12:00 PM (noon) EST April 10

Requirements For the Person Wishing to Be Successfully Nominated

1. To be eligible to be nominated and placed on the ballot, a member must
 - a) be a current ALSA Member
 - b) be in good standing with ALSA
 - c) be at least 19 years of age
 - d) reside in a qualified region as described by the regional show program where no more than the maximum of two directors live**
 - e) receive at least five (5) valid nominations as described in the section above.

**Refer to Nomination Form for candidate openings

Election Committee's Suggestion: Communicate with your community. If you are interested in being nominated, talk with people. Share your ideas and concerns. Ask those interested to fill out a nomination petition for you or other interested members in becoming an ALSA Board of Director. For other suggestions, please contact the Nomination Committee for candidate

information. Remind petitioners to follow the aforementioned requirements.

Keep track of your potential nominations. The Election Committee is not able to discuss or disclose any information regarding number of petitions received or the validity of those petitions. However, the ALSA Office may be contacted to ascertain an individual's paid membership status. Once the nomination period is closed, the ALSA Office will validate petitions and membership status. NOMINATIONS ARE NOT VALID UNTIL THIS PROCESS HAS OCCURRED.

Candidacy (Stage 2)

April 10th thru May 1st

Once the ALSA Office validates the nomination petitions, all qualified nominees are notified of their successful nomination. At this point, the Election Committee requests all potential candidates to give written notice of their intent or decline to run for an ALSA Board of Director's position within their region. In addition, if the potential candidate accepts their nomination, they must submit a Statement of Candidacy for use on the official ballot during the voting stage.

Requirements for the Statement of Candidacy

1. All Statements of Candidacy should be NO MORE than 350 words. All statements over 350 words will be returned to the candidate for editing. The Election Committee **will not** perform any editing tasks and all changes must be accompanied with the candidate's permission to use the revised Statement of Candidacy.

Election Committee's Suggestion: Please email your statement to the Election Committee. An electronic form reduces the chance of errors. Errors occur most when a statement must be retyped onto the ballot, from a faxed or handwritten document.

Voting (Stage 3)

Second week of May thru June 5th

Once the Statements of Candidacy are received from each candidate, the ballot is created. While the ballot is in production, the Election Committee requests mailing labels from the ALSA Office. The envelopes are stuffed and the address labels are checked and mailed to all eligible ALSA members. All completed ballots are due no later than June 5th, or the first business day after a weekend of the dead line period. The CPA tabulates the ballots and reports to the Election Chairperson, who reports to the Board Liaison, who reports to the ALSA Board, who notifies the candidates and finally discloses the results to the membership.

How to help ensure you receive a ballot for the election

1. **Make sure the ALSA Office has your correct address.** Many times ballots are

returned to the Election Committee because the address is not valid! Please help us by keeping your information current.

2. Pay your dues in a timely manner. Only members in good standing will be included as candidates and eligible voters. (See the ALSA Bylaws for proper definition of members in good standing)

How to help ensure your ballot is valid

1. Make sure you fill out all the information on the ballot and envelope **completely, correctly and legibly**. The CPA is required to match membership information and membership number with information sent from the ALSA Office in order to make the ballot valid. If they have questions, due to lack of information on the envelope or they are unable to read the information clearly, the ballot will become invalid; thereby your vote will not be counted.

2. **Ballots must be received by mail through the United States Postal Service**, even though they may originate from a postal service outside the United States, such as Canada Post in Canada.

Election Committee's Suggestion: Please use the envelope that was sent with election ballot as it is addressed to the CPA who tabulates the ballots. The Election Committee is not the official authority to receive ballots once they are mailed to the membership. Please do not mail them to any members of the Election Committee. Thank you.