Sample - ELECTION PROCEDURES

The following suggested procedure may help you prepare for your ELECTION & ANNUAL MEETING:

Establish your timeline according to your bylaws. The following timeline could be a minimal timeline to calculate for your election for all NAs which followed RCONA’s sample NA bylaws:

Day 1--Initial notice to NA of elections (request nominations)

Day 15—Close of nominations.

Days 16-18—Screen nominees for eligibility—(adjust if more time needed)

Day 20—Post Slate of Candidates

Day 50—Election Date must be at least 30 days after Slate of Candidates posted

1. Decisions for Election:
* Select a date for the Annual Meeting & Election per the timeline and NA bylaws, preferably prior to November (when RCONA must certify active status of NAs).
* Check with local school or place where meeting will be held for availability; submit any application for use of facility that might be required.
* If you wish to have a guest speaker or presentation, contact for availability and any special equipment that might be needed.
* Select 3 members that will act as Nominations Committee (try to include one non-board member volunteer for validation of the process).
* Decide which election format you will use for your election:

Collect nominations by individual positions (nominees state which position they wish to apply to –president, vice-president, secretary, treasurer, or member-at-large).

Or, nominations collected for ‘board member’ and the elected board members meet immediately after the election to select their own officers.

1. Prepare your flyer and announcement to include on all your media—website, newsletter, email, etc. Prepare your website address, such as Admin@\_\_\_\_\_NA to receive nominations. Along with basic NA background info and duties required of a board member, include the instructions for candidates interested in submitting Letters of Interest, i.e.:

Your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Neighborhood Association Board requires a minimum of five (5) volunteers to retain “Active Neighborhood Association” status within RCONA. RCONA provides the insurance for your events, can help with partial funding, and use of city and park facilities. One representative from your board must attend monthly RCONA meetings, but people find them very informative and it’s a great place to share and learn from other NAs.

You may submit names to the Nominations Committee through [**enter closing date for nominations—allow 2 weeks**]. All you need to do is email us at [Admin@\_\_\_\_\_\_\_\_\_\_\_\_NA] with the name, residence address, email address, phone number, position desired, and a simple paragraph background biography.

If you are submitting someone else’s name, please confirm with them their willingness to serve prior to nominating them. **The Slate of Candidates will be posted on our website [enter website here] by [enter date at least 30 days prior to election date] and remain posted until after the elections.**

1. Distribute your Annual Meeting & Election notice through all your contact sources—website, newsletters, email lists. Find volunteers to distribute hard-copy flyers if you can afford them—it’s a great way to get new NA sign-ups.
2. Day after Close of Nominations: Nominations Committee gathers all Letter of Interest from nominations. Verify eligibility of candidates by confirming the nominees reside in your NA boundaries (if required by your bylaws). You can use the RCONA website for this verification: go to Our Neighborhoods, then select Find My Neighborhood and when you enter the address it will give you a parcel number you can open showing the NA for that parcel. After verifying the nominee resides in your NA, then call or email to verify the person would be willing to serve as a board member [and if electing by position, verify which position as well.] Make sure their bio is ready.
3. Prepare the Slate of Candidates for posting. List all bios by candidate positions (president together, then vice-president, etc.) or create one list alphabetically by last name if electing by board member method.
4. Per the original timeline date (at least 30 days prior to the election date), post the Slate of Candidates on your website, include in your next newsletter, etc.
5. Seven (7) days prior to your Annual Meeting & Election, send out reminder of election through your NA media. Include list of candidates’ names (and positions) and a reminder that candidate bios are posted on the website. Your bylaws may require longer time for meeting notice, but an initial meeting notice was already sent out previously.
6. The Nominations Committee shall prepare a ballot for voting at the Annual Meeting & Election which shall contain the printed names of the candidates (same order as the Slate of Candidates) and how many candidates may be elected (per position or maximum board members). Prepare 100 ballots—should be enough for most NAs (most NA bylaws allow one vote per developed lot/residence).
7. The Nominations Committee shall be in charge of:
* Sign-in table—ensure address is in the NA.
* Provide one ballot per residence at time of registration (no proxy votes allowed)
* Collect the duly marked ballots
* Tally the votes and present the final vote to the president/announcer to announce the voting outcome and congratulate those elected and thank all the participants.
* Preserve the ballots for a period of sixty (60) days following the election (or as designated in your bylaws).
1. Immediately following the General Election Meeting at which directors are elected, the newly selected board shall meet:
* If elected by positions, just meet for introductions and set next meeting, etc.
* If elected as board members, proceed to elect its officers for the coming period of time. Those positions will be for president, vice-president, secretary, treasurer, and up to the maximum number of members-at-large allowed per the NA bylaws. If there is more than one volunteer for each officer position, the votes will be done by written ballots (blank tags to be prepared ahead).
1. At that time, or prior to the next regularly scheduled meeting of the Board, the board shall select the RCONA Representative and standing committee chairpersons.