

San Antonio Chapter

ELECTION OVERVIEW

The election of officers will take place at the NOVEMBER MEETING ON **November 2th**.

The following is the plan of action for holding the election of officers

- ✓ A call for nominations form will be sent to the Chapter Vice Chairman for broadcast NLT **September 30th**.
- ✓ Nominations will also be accepted verbally at the October meeting on **October 5th**.
- ✓ Any nomination forms submitted electronically prior to the October meeting will be read into the record and seconds requested.
- ✓ Nomination forms will also be available at the meeting on **October 5th**.
- ✓ All "mail in" nominations must be received by Chapter Election Committee Chairman per the instructions NLT **October 15th**.
- ✓ The nominations will be tallied and recommended nominee list submitted by the Chapter Election Committee Chairman to the Chapter Chairman and Secretary for vetting per ASIS procedure. The Chapter Treasurer will verify that nominees chapter dues are current and no payments are owed to the Chapter--to be done no later than **October 18th**. *Note: Mail-in nominations will be considered "seconded" by the Chapter Secretary upon successful vetting.*
- ✓ The Chapter Chairman and Secretary return verified list of approved nominees to the Chapter Election Committee Chairman with an explanation for any ineligible nominees. The Chapter Treasurer creates a list of any INELIGIBLE Chapter members who are **not** currently eligible to vote. This is necessary so that ballots are sent only to eligible members. Response needed NLT **October 20th**. The Chapter Vice Chairman will send email notifications to chapter members who are currently ineligible to vote to allow them to settle any accounts or deficiencies NLT **October 15th**.
- ✓ Once the nominees have been confirmed a ballot will be composed. The ballot will be done NLT **October 21st** and provided to the Vice Chairman for emailing.
- ✓ Ballots will be sent to the Chapter Election Committee Chairman and accepted via electronic means until Friday **October 29th**.
- ✓ A preliminary tally will be composed and hard-copy ballots available at the meeting. Ballots will be accepted at the meeting and tallied by the Chapter Election Committee along with the mail-in ballots and the results announced at the end of the meeting. *Note: If extraordinary circumstances arise, the results will be certified by the Chapter Election Committee Chairman and provided to the Secretary NLT **November 2th**. The results will be sent via email to members by the Vice Chairman.*