

## CHAPTER ELECTIONS – WHAT TO DO WHEN

(All dates are understood to be during the year prior to a chapter election, whether it is held every two years or every year.)

### July

#### Prepare a Directory

[DEAN / REGISTRAR / MEMBERSHIP COORD.]

This becomes an easily shareable resource for identifying nominees and vetting who is eligible to run for office. The dean, registrar, webmaster, and/or any other officer responsible for a chapter directory of all members, should be sure that it is in production to be available in the fall to the entire chapter so that the nominating committee formed will be made up of chapter members, and so that the potential nominees considered by nominating committee will know whether persons being discussed are members of the chapter. To accommodate the rolling dues challenge (members can renew any month), establish a deadline for update of membership dues and member contact information so that everyone knows the requirements for inclusion in the directory.

### August

#### Recruit interested nominees

[ENTIRE EXECUTIVE COMMITTEE]

All members of the chapter executive committee should be searching the membership list for potential members of the nominating committee and those who could serve in at-large or officer positions in the future. This is critical to creating and maintaining a leadership pipeline that allows for full participation by all members interested in leadership of the chapter. After identifying names, live, real-time conversations (no social media messaging, emails, or other casual communication) should be conducted with potential nominees for committee or officer positions. Taking these important steps avoids asking people who aren't interested or prepared to serve as chapter leaders and allows for a more equitable distribution of leadership responsibilities.

### September

#### Know the "rules"

[DEAN]

Dean should review the election procedures and the timetable for progress of the election with all board members. All AGO bylaws requirements, recommended election procedures in the Chapter Management Handbook and Chapter Leadership Toolkits, and the chapter's operating procedures concerning elections should be reviewed. Any necessary changes to chapter operating procedures should be accomplished (approved by AGO Vice President and Regional Councillor, and signed by chapter officers) no later than an October meeting of the chapter executive committee.

## **October**

### Prepare the Nominating Committee

[ENTIRE EXECUTIVE COMMITTEE]

Results of conversations with members about possible members of the nominating committee should be discussed at an October meeting of the chapter executive committee, and if possible, a list of potential (willing, eligible, and able) members for the nominating committee approved. Appointing the Nominating Committee should not be a casual, last-minute process. Progress on the preparation for the next election should be reported to all chapter members in the newsletter and on the chapter website.

## **November**

### Ignore the “due-date” – Do It Now!

[DEAN]

The Chapter Executive Committee should appoint and charge the nominating committee to begin its work. Provide to all nominating committee members the following documents:

- AGO Bylaws
- Chapter Operating Procedures
- AGO National recommended election procedures for chapters
- Chapter membership directory

NOTE: Most chapters do not have executive committee meetings in December (and if they do there will often be too many absences from those preparing or presenting holiday programs), so even though the published deadline for appointing a chapter nominating committee is December 31, it is best to take care of this in November!

## **December**

### Communicate

[DEAN, DIRECTOR OF NOM. COMMITTEE]

Even though the chapter executive committee may not meet, there should be conversations between the dean and members of the nominating committee to be sure they have all the information they need. The nominating committee should be encouraged to review terms of current officers and other chapter leaders to see who is eligible for reelection and to communicate with those people who are to determine fitness for service, willingness and ability to serve a further term.

## **January**

### Get to Work

[DEAN, ENTIRE NOMINATING COMMITTEE]

The chapter nominating committee should be talking to potential nominees to the ballot and meeting live in real time (whether virtually, by phone, or in person) to discuss nominees and prepare the slate which is due to be received the chapter board in advance of its next meeting that occurs prior to March 1. Deans don't serve on the nominating committee (see Recommended Chapter Operating Procedure--Section 4, Paragraph 2, part e.), but they should

be in constant communication to be sure that the nominating committee is meeting and accomplishing their tasks to be able to present a ballot by the February meeting of the chapter executive committee.

## **February**

### Nominations are reported

[DEAN, NEWSLETTER EDITOR]

The chapter executive committee, having received the report of the nominating committee, accepts the report and announces the slate of nominations to the membership by March 1.

## **March**

### Announce the nominations to chapter members

[DEAN, NEWSLTR ED., SECRETARY]

Announce slate of nominees to the membership of the chapter by email messages, in a chapter newsletter, or for those without email, by making phone calls to the members on or before March 1. Chapter members have thirty days to make additional nominations by petition of at least five voting members in good standing by sending them to the secretary by April 1 (or within thirty days after members have been given the slate, whichever is later). Whether the election will be entirely by mail, online, or in-person, *this is the only allowable method of adding candidates to the slate of nominees.*

## **April**

### Nomination Deadline & Election Proceeds

[SECRETARY]

By April 1, any and all petitions for additional nominees should have been received by the secretary. Balloting procedures should be followed as detailed in the so-named section of the Chapter Management Handbook (pp. 13-14), so that the election can be completed by May 31.

## **May**

### Almost done...

[DEAN, SECRETARY, NEWSLETTER EDITOR]

Plan for an officer installation following the completion of the election. If there are no further programs or social events in the same season that are possible at which this can take place, an installation can be planned for the first program of the next year's season in the fall. Collect biographical information and photos of all elected leaders and include them in the next newsletter.

## **June**

### Review

[DEAN, SUB-DEAN, SEC., TREAS., NEWSLETTER ED., & DIR. OF NOM. C'TEE.]

Outgoing leaders should prepare notes for next class of leaders on the recent election cycle so that any improvements needed can be undertaken by the newly elected or reelected leaders.

*Eric Birk, FAGO, 9/28/2021*