

Election

(Responsibility of Immediate Past President)

- 1. Encourage People to Run for Office**
 - a. Begin at least six months before nominations are due; i.e., at the Leadership Workshop/Board Meeting.
 - b. Ask members to encourage people to run for office.
 - c. An individual wishing to run for office may be nominated by a council or by another KSRA officer.

- 2. First Mailing – Forms 1A and 1B**
 - a. Describe procedures and request nominations.
 - b. Include nomination form.
 - c. Send to KSRA officers and council presidents.
 - d. Mail by July 1.
 - e. Nominations are due to committee chair by September 30.

- 3. Obtain Voting Data**
 - a. Get membership count and mailing labels from membership chair.
 - b. Divide member count by 25 to obtain number of votes. Count number of votes over .5 as an additional vote. (Example: 6.45 = 6 votes; 6.56 = 7 votes)

- 4. Conduct Second Mailing – Forms 2A, 2B, and 2C**
 - a. Describe voting procedures.
 - b. Include official ballot, small ballot envelope, self-addressed envelope coded so chair knows who voted, and vitae.
 - c. Mark ballot with number of votes allowed, handwritten to ensure vote was accurate.
 - d. Mail by October 15.
 - e. Ballots are due to committee chair by November 18.

- 5. Count Votes**
 - a. Contact two regional directors (not on ballot) or two past presidents or one of each to assist with the official vote count.
 - b. Notify all candidates of results by December 1.
 - c. Complete Form 3 and submit to KSRA president.