

LETTERHEAD

Date: October 15, _____

To: KSRA Council Presidents

From: _____, Nomination and Election Chair

Subject: _____ Election of KSRA Officers

Enclosed is the official KSRA election ballot for the _____ election and the candidates' vitae.

According to the bylaws, each council of ten to twenty-five members is entitled to one vote with a vote for each additional twenty-five members or major portion thereof. The number of votes is based upon the count submitted by your council to the Membership Director.

According to the membership rolls, _____ Council has _____ members and therefore receives _____ votes. A council may cast its votes for one candidate for each office or may split its votes, but may not exceed the total votes allowed for each office.

Please return the official ballot form in the enclosed envelope by November 18, _____.

Do not include any other correspondence in the envelope.

Enclosures: ballot
vitae
return envelopes
(small envelope for ballot)
(large envelope for returning sealed ballot)