



## Election Guidelines

### **Suggested Goal:**

- Start your election process early (December/January).
- Encourage people from different parts of the continuum of care; Associates, Residents, and new members to serve on the Region Executive Committee.
- Check regularly with Aging Services to see which officers in your region have ending terms.

### **Thoughts About Elections:**

- All Region officers serve two-year terms and are allowed to serve two consecutive two-year terms in the same position.
- Votes can take place at region meetings or via e-ballot.
- Elections must be held no later than April 30<sup>th</sup>

### **What You Need to Do – the Basics:**

- Send first call for nominations between January - March. This communication should include the following:
  - Nomination form
  - Submission deadline
  - A listing of open positions
  - Election date
  - A listing of current Officers
- Send a reminder notice/second call to region members. Depending on response, a third reminder may be required.
- Vote on ballot sometime between February – April 30<sup>th</sup>.
- Submit Annual Region Leadership Election Report by April 30<sup>th</sup>.

### **Staff Support/Resources:**

Staff will:

- Remind Regions to begin the election process.
- Assist in creating an e-ballot and e-mail to all region members if desired.
- Communicate to regions any potential members interested in serving on the Region Executive Committee.
- Provide any other general support as needed to regions during the election process.