



Hold an Election for your Organization

- It is a good idea to hold elections on an annual basis, usually at the same time each year
 - Term limits are a great way to assist in building the leadership capacity, by making sure new people are able to hold office
- Make sure your bylaws are read and followed during the election process
 - Ensure you understand what the bylaws define as a voting unit- does one family equal one vote? Does one person equal one vote? Does one house equal one vote?
 - If your organization has a nominating committee, this committee must think in terms of representation
 - Who will best represent the organization? Who knows the neighborhood well? Who knows the neighbors? Who is active in the community? These are all questions you should ask when thinking about representation
- Write-in nominations from members should be requested
- Who Votes?
 - Depending on your by-laws, voters may be anyone who shows up to vote, members of the community only, or only those members who pay dues
- If your organization stipulates voters must be dues-paying members, here are some tips:
 - Have records present at the meeting of those who have paid dues
 - If paying dues at the time of voting is acceptable, have a receipt book or other receipting device on hand
- Prepare ballots in advance
 - To protect the voting process, prepare ballots with colored paper or ink so that the real ballot is not easy to duplicate.
 - Include on the ballot previously nominated candidates, as well as black space for write-in candidates
- Ask two responsible persons who are organization members, but not candidates, to gather and count the ballots
 - While the ballots are being counted, offer a speaker and/or refreshments and social time

Announce the winners!