



Delta Gamma

Collegiate Officer Election Process

For Collegiate Officers and Advisers

Fall 2025



Overview of Changes



Ballot Process:

1. Members nominate members for CMT and HB roles (elected positions)
2. Elections committee creates the ballot using member nominations
3. CMT and HB roles elected by member vote using ballot

Benefits:

- Allows for member voices in the process
- Process caters to varying chapter size
- Provides clarity and transparency for members to understand how to obtain leadership



Elections Process

1. President **reviews positions available**, compared to BLSR and notes **members eligible** in Anchorbase (same as current process)
2. Members submit **Officer Interest Form** (same as current process)
3. Chapter **members nominate other members** for ballot at a chapter meeting (similar to current recommended slate process)
4. Elections Committee **creates the ballot** using member nominations
5. **Chapter votes on each CMT and HB** position from the prepared ballot
6. **Elections Committee appoints directors** with chapter input
7. **Officer Onboarding begins**



Roles in Elections

Chapter president & ATC

- Chapter president serves as chair of Elections Committee and facilitates process
- ATC sits on Elections Committee as a non-voting member
- ATC approves the ballot, including anyone being removed/added to ballot
- Tally votes during Elections Committee

vp: member education & member education adviser

- Serves on Elections Committee
- Educates members & new members on the elections process
- May assist with running elections meeting



Elections Process in Phases



Phase 1: Preparation &
Candidate Recruiting

Phase 2:
Election/Appointment of
Officers

Phase
3: Onboarding/Offboarding



Phase 1: Preparation & Candidate Recruiting

- **President completes Anchorbase tasks**
 - Confirming eligible candidates and director roles specific to chapter
- **Officer Interest Forms released**
 - Sent automatically the day after President confirms eligibility in Anchorbase; president determines due date & communicates to chapter
- **Vp: member education presents Elections Overview Presentation**
 - Should be at a chapter meeting; PPT will be provided
 - Can be the same chapter meeting where at-large members are elected
- **Elections Committee members elected**
 - Refer to BLSR on how chapter elects at-large members, and the Handbook for how many you should elect
 - Examples provided in Elections Handbook if BLSR is unclear
- **Elections Committee meets for an introductory meeting** (further details in Handbook)

Elections Committee

- **Officers & Members**
 - President (voting member)
 - vice president: social standards (voting member)
 - vice president: member education (voting member)
 - ATC (non-voting member)
 - A specific number of members at large, according to chapter size; could be 2-8 (in Handbook)
 - ** Committee will be an odd number of people in order to avoid ties in voting*
- **Purpose of Committee:**
 - Review interested candidates & chapter nominations
 - Ensure eligibility of members and address any potential major concerns
 - Create the ballot
 - Appoint directors chapter input



Elections Committee Meetings

- **Meeting 1: Introductory Meeting**
 - Explain the role of Elections Committee
 - Discuss the new process + specifics regarding creating the ballot
 - Reiterate expectations and confidentiality
- **Meeting 2: Ballot Creation**
 - Occurs directly after the nomination chapter meeting
 - Review nominations from chapter
 - Create ballot, reviewing each candidate's eligibility and ensuring they have the correct amount of nominations from the chapter
 - Ensure no vacancies
- **Meeting 3: Appointing Directors**
 - Occurs after elections chapter meeting – within one week
 - Elections Committee reviews input from chapter members via Director Recommendation Form
 - Appoints directors



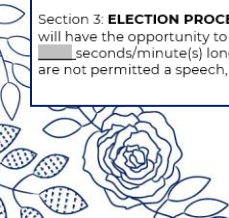
BLSR Elections Section

ARTICLE IV. ELECTION PROCEDURES

Section 1: **ELECTION GOVERNANCE:** All election procedures are governed by the *Collegiate Chapter Officers Manual, Elections Handbook*, as well as the Fraternity Constitution and Fraternity policies. Chapters may create their own process for election speeches in Section 2, Election Procedure, under this heading.

Section 2: **ELECTING AT-LARGE MEMBERS:** All initiated members in good standing are eligible to serve on elections committee as an at-large member. The number of at-large members is determined by chapter size as outlined in the Elections Handbook. The process for electing at-large members is below:

Section 3: **ELECTION PROCEDURE:** Candidates listed on the ballot for the following positions will have the opportunity to give a speech prior to the chapter vote: . Speeches will be seconds/minute(s) long and given in alphabetical order by last name. For positions that are not permitted a speech, their process is the following:



Technology & Tools during Phase I

Made by Chapter

- Voting forms for Electing Elections Committee at-large members
- recommend Google form
- “how to” guide provided in DG library

Provided in Anchorbase/Members Only Site

- Officer Certification Task (pres.)
- Identify Officer Position task (pres.)
- Officer Interest Form (for members)
 - sent automatically after President marks members as eligible

Reports & Resources

- Officer Interest Forms - viewable in members only site, and can be viewed by all chapter members
- Candidate Info Slide (in library)
- PPT for vp: member education
- BLSR outline of at-large members





Phase 2: Election/Appointment of Officers

- **Candidate information is shared with chapter members**
 - Candidate Information Slides (template in DG Library)
 - Elections Committee Meeting PPT should include names of what members are running for what positions and can be sent to the chapter ahead of Elections
- **Ballot Nomination takes place at chapter meeting**
 - Form is shared via a link from the chapter president to members
- **Elections Committee meets to create the ballot**
 - President pulls report of Ballot Nomination Form from Anchorbase
 - Percentage of required nominations varies per chapter and is outlined in Handbook
- **Elections take place at chapter meeting**
 - Detailed procedure is outlined in Handbook
 - A runoff is held if no candidate receives more than 50% of the vote
- **Chapter members complete Director Recommendation Form**
 - Form is shared via a link from the chapter president to members

FAQs about Creating the Ballot

- Chapters may add candidates so all positions have at least 3 on the ballot to avoid vacancies.
 - They must call that candidate to confirm placement.
Candidate must have filled out an Officer Interest Form.
- Chapters may not limit the amount of candidates to a certain number choose candidates accordingly
- Chapters may address leadership concerns by omitting candidates from the ballot entirely
 - They may not allow candidates to run for some positions, but not for other positions
 - Please see guidance in Elections Handbook.



Sample Voting Form

Sample Elections Ballot

This is a sample ballot for the Elections chapter meeting. You may create your own ballot using guidance from the Elections Handbook or duplicate this ballot for each officer position.

lesliepedigo@gmail.com [Switch account](#)



Not shared

* Indicates required question

Your Name (first and last) *

Your answer

Cast your vote for vp: social standards. *

- ☐ Anna Boyd Ellington
- ☐ Mary Comfort Leonard
- ☐ Eva Webb Dodd



FAQs about Election Meeting

- The president votes always – and serves as the tiebreaker.
- A candidate must receive more than 50% of the vote to be elected to a position. If not, a runoff must occur.
- Chapters may NOT elect all positions, tally the votes, and inform candidates after the fact.
 - They must elect one position at a time, may inform the candidates in private or in front of the chapter, and then move on to the next role.
 - This allows the runoff process to work.
- Only CMT and Honor Board members at-large should be elected roles. Directors are then appointed by Elections Committee.
 - Therefore it is unnecessary for directors to give speeches, as the chapter does not vote.
- Only the president and ATC may see the votes – it's a good idea to have vp: member education facilitate the speech process.



Focusing on the Candidacy

- Use the candidate information slide deck & encourage members to pre-read
- Educate about skills needed for each role
 - Officer fairs
 - Vp: member education PPT/training
- Encourage candidates use their speech/other opportunity to highlight ideas for the role, skills they bring etc., instead of just asking for members votes
- Explain to members that they should treat it with the same dignity and critical thinking as elections in 'real life'
 - Do their research on the candidates
 - Think about the issues/goals that matter to the chapter
 - Make their own decision and not let others influence



Technology & Tools in Phase II

Made by Chapter

- Voting form for electing CMT and Honor Board positions
- recommend Google form
- “how to” guide provided in DG library

Members Only Site

- Ballot Nomination Form –but President must send link to members from Handbook
- Director Recommendation Form – president must send link to members from handbook

Reports & Resources

- Ballot Nomination Form – President can pull report from
- Elections Meeting template slides
- Elections Handbook – have handy for both Elections Committee & Chapter Meetings



Phase 3: Onboarding/Offboarding

- **Chapter President updates Officer Roster in Anchorbase with new officers**
 - President can input a future date as the “effective” date – does not need to wait until the day they transition
 - Once the effective date occurs, Anchorbase access transfers over
- **One on one officer transition meetings are held**
 - Onboarding/Offboarding Pursuit modules
- **Formal Onboarding Workshop is held for new officers**
 - Updated Onboarding Workshop outline
- **Officer Installation is held**
 - This is the official date new officers take office
 - Whatever your current transition timeline is (especially for deferred recruiting/quarter schools) – that can remain

Technology & Tools in Phase III

Resources

- Offboarding Pursuit Modules for outgoing officers
- Onboarding Pursuit modules for incoming officers
- Formal Onboarding Workshop outline for outgoing president to use to lead the formal onboarding workshop

Tasks in Anchorbase

- Update officer roster after elections have been completed



FAQs

- **New members in the elections process:**
 - Must be initiated at the time they are being considered for office (same as before)
 - Encourage new members to be initiated prior to director appointment Elections Committee meeting
 - New members initiated in the fall are not eligible for Elections Committee at-large
- **Abroad members/members on Excused Status:**
 - Up to the chapter on eligibility to run for office and/or process to allow them to vote
 - We encourage chapters to consider allowing members on these status' a vote in the chapter meeting – but that does need to be included in chapter's quota
- **Adding/removing director roles prior to Elections:**
 - Director roles MUST match your current BLSR
 - If changes are desired – chapters must work with their RCS



FAQs

- **Required live-in positions (for housed chapters):**
 - Refer to BLSR for chapter-required live-in positions. The only Fraternity-required live-in position is director of house management
 - Members who wish to live in a required-live in position but don't want to live in, must WAIT until they are on the ballot to apply for a Housing Accommodation Waiver
 - They should indicate the date of Elections on their application
 - The Housing Accommodation Board will respond at the latest, 24 hours prior to elections date, to the candidate can decide to stay on the ballot.
 - They should give at least 2 hours' prior notice of Elections Meeting to president if removing themselves from ballot.



FAQs

- **Campaigning & Confidentiality**
 - Campaigning is not allowed in the process.
 - Elections Committee members must remain confidential and can be removed from the Committee for breaking said confidentiality.
 - Members must also keep nominations and voting a secret
 - Please refer to page 34 in the Elections Handbook for more details on campaigning



Questions? Contact me!

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