

Elections Overview Presentation Facilitator Guide

Welcome to the facilitator guide for the Elections Overview Presentation. This guide serves as a companion to the Elections Overview Presentation slide deck. This presentation is designed to be delivered by the vp: member education near the start of the school year, before Elections Committee at-large members are elected. Here are a few tips and tricks to help you with this presentation:

- If you haven't already, complete The Pursuit module about how you will support the election process as vp: member education.
- Review this material thoroughly. Take time to practice and get comfortable sharing this information. The more familiar you are with the material, the more confident you will appear!
- The slide deck includes several spaces where you should input information specific to your chapter, indicated by a highlight. Be sure to make these customizations before you present to the chapter.
- You can set the tone for a positive election experience for your chapter - take advantage of that! Here are some ideas for how to personalize this material:
 - Invite each officer to share briefly about their position and what their day-to-day role looks like.
 - Host a fair or panel where members can ask questions to current officers and learn more about what it's like to be a member of chapter management team (CMT).
 - Utilize resources like the [Collegiate Chapter Officer Manual \(CCOM\)](#) and quick guides in the library to guide your officer descriptions.

While you do not need to deliver this guide word-for-word, it is important that you follow it closely to ensure that the chapter receives accurate information. We wish you the best of luck!

SLIDE 2: WELCOME

Today, we'll be reviewing the upcoming elections process for our chapter. This presentation will walk through an overview and timeline of the process, how members can participate in elections, and rules and expectations to make elections a positive experience for our sisterhood.

SLIDE 3: OVERVIEW/TIMELINE

First, we'll review the timeline for elections. Don't worry - we'll break down this information in the next few slides and will look at these dates again at the end of the presentation!

1. The chapter elects Elections Committee at-large members.
2. Members submit Officer Interest Form to identify positions they would like to be considered for.
3. Chapter members nominate other members for the election ballot via members

- site.
4. Elections Committee reviews nominations to create the ballot.
 5. Elections chapter meeting.
 6. Members complete Director Recommendation Form.
 7. Elections Committee appoints directors.
 8. Officer onboarding begins!

SLIDE 4: MEMBER PARTICIPATION

Even if you're not interested in running for an elected position in the chapter, members still have several opportunities to participate in the election process.

- Run for Elections Committee. This committee consists of the current president, vp: social standards, vp: member education and advisory team chair (ATC) as well as # at-large members. The Elections Committee is responsible for facilitating the election process, including reviewing member nominations to create the ballot for each elected position and utilizing recommendations to appoint directors.
- If you'd like to be considered for an elected position, you will submit an Officer Interest Form and Candidate Information Slide.
- You may also recommend yourself or other members for a role by completing the Ballot Nomination Form before elections and the Director Recommendation Form after elections.
- To appear on the ballot for an elected position, you'll need at least # nominations. You may be on the ballot for multiple positions, but you'll ultimately only be able to accept one position!

SLIDE 5: ELIGIBILITY FOR ELECTIONS COMMITTEE

To be considered for the Elections Committee, members must meet the following requirements:

- Be initiated at least one academic term before this election cycle (spring)
- Maintain the confidentiality of all Elections Committee discussions
- Must attend all Elections Committee meetings and elections-related chapter meetings
- You can still be considered for an officer role if you are on the Elections Committee!

The Bylaws and Standing Rules (BLSR) determines your chapter's process for electing members-at-large. Utilize this information and, if needed, recommendations from the [Elections Handbook](#) to fill in this section.

SLIDE 6: CANDIDATE ELIGIBILITY

Members who meet the following requirements will be considered for an officer role:

- To hold any officer or Elections Committee position, members must be initiated and in good standing.

- Those who are eligible will receive an email prompting them to complete the Officer Interest Form, where you can identify positions you would like to be considered for.
- If Initiation occurs during the election process, new members will also receive this email.

SLIDE 7: CAMPAIGNING

Candidates must abide by our campaigning policy to maintain the integrity of the elections process and strengthen our sisterhood.

Campaigning for a certain position, either for yourself or on behalf of someone else, is strictly prohibited.

Every member has the right to make their own voting decisions based on the information available through the election materials.

Campaigning may include advocating for an individual to be elected for a position via written or verbal communication beyond election guidelines, social media use, and the creation of buttons, posters, or other favors.

The Elections Committee will review any allegations of campaigning violations and assign appropriate penalties, up to and including the removal of the individual from the election ballot.

SLIDE 8: APPLICATION PROCESS

Those who are interested in an elected position should complete the following steps:

- Submit the Officer Interest Form when it is sent.
- Using the provided template, prepare a Candidate Information Slide outlining why you would make a good leader.
- Save the date! We'll share important upcoming events at the end of this presentation.

SLIDE 9: BALLOT NOMINATION PROCESS

Members who have completed the Officer Interest Form are now considered candidates for office.

All chapter members will review the candidate's materials, including the Officer Interest Form and Candidate Information slides, and nominate who they believe is best fit for each CMT and Honor Board role. This nomination process will occur at a chapter meeting prior to elections.

When completing the Ballot Nomination Form, you may only nominate one member for each officer role and cannot nominate the same candidate for multiple officer roles. However, one candidate may ultimately appear on the ballot for multiple officer roles if they receive sufficient nominations for each.

The Elections Committee will then take the nominations and create the ballot based on the required amount of nominations, as shared previously.

The ballot will consist of all candidates who meet the eligibility criteria for each role.

SLIDE 10: OFFICER ROLE DESCRIPTIONS

Make this section your own! Consider having each officer share about their own position and build a slide using the CCOM and quick guides.

You may also hold a separate officer interest meeting where members can ask more questions to officers and clear up any confusion about the elections process.

Each chapter's officers' roles look a little bit different based on your campus and chapter culture - you have the ability to set expectations about what the officer experience looks like in this section!

SLIDE 11: IMPORTANT DATES

Lastly, let's review some important upcoming dates relating to elections:

Elect Elections Committee at-large members:

Deadline to submit Officer Interest Form:

Ballot nomination meeting:

Elections Committee creates the ballot:

Elections:

Deadline to submit Director Recommendation Form:

Elections Committee appoints directors:

Officer onboarding:

Officer installation:

*If you have any other dates like an additional info session for members who are interested in running for office or a fair to learn about officer positions, add them on this slide!

WRAP-UP

This concludes our presentation. If you have any questions, please contact myself (vp: member education) or our chapter president. Thank you!