

ELECTION CHAIR PROCEDURE

- Chair may not be a current member of the executive board (running for a position), daily co-director or a candidate for any office
- During the first full week of February contact the daily election volunteers and let them know you will be attending their daily session the second full week in February, to announce the election process and the need for candidates. Share the positions that are open to the members and refer them to the website for detailed information on the open positions.
- Create a slate of candidates for the election of executive board members that will be elected to the upcoming season and daily co-directors by the fourth full week of February. Share the slate of candidates with the current president and vice president, via email
- Post the candidate names by the first full week of March on the display board at the putting green. Send the listing to the president, who will forward to the website volunteer for posting. Have the daily volunteers announce at their sessions the posting of the slate of officers for review.
- The list of candidates must be sent to the members 14 days prior to the election, not including the week of the election
- If there is one candidate for each office and one set of daily co-directors, an acclamation announcing the incoming officers will be conducted at each daily session on election week (third full week in March)
- **If there is more than one candidate** for any of the open positions, create numbered ballots for each daily putting session listing the candidates. Ballots should be ready by the second full week of March.
- There should be a container for ballots and a tally sheet available for each day. When voting is complete, the daily election volunteers and a designated helper will count the ballots and submit them and the tally sheet to the election chair.
- Prepare the new elected officers names and submit them to the president who will forward the list to the website volunteer for posting on website
- Attend board meetings and share status on election process include a written report for the secretary and a written report for the election's notebook