



1997

## SEAALL Officer Election Materials, 1997

SEAALL

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SAMPLE

SEAALL ELECTION 1997-1999 TERMS OF OFFICE - REPORT

On March 5, 1997, three members of SEAALL (Connie Matzen, Barbara Hunter, and Sally Selmer) gathered and counted the ballots for the offices of Vice-President/President-Elect and Treasurer.

Three ballots were disqualified because they were sent in the incorrect envelope.  
Eight ballots were disqualified because they arrived after the designated cutoff date.

Approximately 530 ballots were mailed to SEAALL members. Approximately 41% were returned.

Election results:

Vice-President/President-Elect: Sue Burch

Treasurer Ladd Brown

## CALENDAR FOR BALLOTING PROCESS

- Mid-Dec. Check supplies. See Sample Ballot.
- Long envelopes in which to mail all ballot materials (Need ca 550)
  - Small envelopes, in which ballots are mailed back to Secretary (Need ca 550)
  - Reinking Stamp with Secretary's address to use:
    - On long envelopes as return address
    - On ballot envelopes as actual mailing address(I used reinking stamp instead of having labels produced because it is cheaper)
- Check with Pam Williams about mailing labels for SEAALL members. Tell her when you need them by in order to get ballot out on schedule - probably mid-Jan. She will prepare labels and send them to you. Ask her how many labels there are, so that you may record the number of ballots being sent out.
- Check with Nomination Committee Chair re biographical information for each candidate. You will prepare actual biographical part of ballot mailing. Committee Chair will ask each candidate to send you whatever information you need.
- Check with Chair of Article and Bylaws Committee (Immediate Past President) re any proposed amendments. The Chair will prepare text of amendment and any explanatory paragraph needed for the ballot.
- Early Jan. Prepare Candidate biographical sheet. See Samples.
- Prepare letter for ballot. See Sample. Most of the time, the ballots should be mailed near Feb. 1 and be due back Feb. 28. Do allow four weeks for the process.
- Mid-Jan. Reproduce ballot mailing components. Keep track of any costs for which you want to be reimbursed. There is a line item in the SEAALL budget for this activity.
- Copy candidate ballot on colored paper
  - Copy Bylaw or Article proposed amendments on another color of paper
  - Copy biographical information on two-sided white paper
  - Copy ballot letter on white paper
- Prepare envelopes
- Long envelopes: Apply label for mailing and use reinking stamp for return.
  - Short envelopes: Use reinking stamp for mailing address to send ballots to you. Cover address with scotch tape, to prevent water damage to ink.
- Stuff envelopes. Count the number to be mailed out, so you can get reimbursed for First Class postage.
- Mailing Date Mail ballots to US members FIRSTCLASS. Make sure that any Canadian, US Virgin Islands, and Puerto Rico mailings get the correct postage for FIRSTCLASS or AIRMAIL.

## PROCEDURE FOR COUNTING BALLOTS AND ANNOUNCING ELECTIONS

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Appoint three members of SEAALL to act as a Counting Committee.

Several days after the end of the balloting period, to allow for all envelopes dated the last allowable day to reach you, the counting committee gathers to count the ballots.

Open envelopes. Any ballots in incorrect envelopes are set aside to be counted as disqualified.

For first office, sort ballots into stacks for each candidate. Any ballots that have votes for more than one candidate for an office are disqualified. Any ballots that do not have a vote for that office are set aside.

Count. Have count verified by other members of the committee.

Record: Number of disqualified ballots for that office.  
Number of votes for each candidate.  
Total number of ballots received.

For second office, resort and count as above.

Declare winners.

Record total number of ballots received, and figure percentage of ballots returned of those sent.

Hold all ballots until after Motion to Destroy Ballots has been approved at the Annual meeting.

Prepare Election Results and Balloting Report to present at Annual Meeting.

Promptly notify President (by e-mail or telephone) of winners of election for each office. The President will notify the candidates. Also, prepare written report to mail to President for his files. Ask President who should post notice to SEAALL-L re election results.

Promptly notify Chapter Handbook Editor of any approved amendments to the Articles or Bylaws, so that she can update these items in the Handbook before the Annual Meeting, where new handbooks are distributed to new Chairs and Officers.