**How to Run a Successful Election**

Preparation

* Check the chapter’s policies and procedures for election guidelines (specifically a required timeline and length of officer terms)
* Give ONE name and address for the ballots to be returned to
	+ If mailing ballots, you may receive a higher rate of return if the postcards are already stamped and self-addressed.
* Explain that ID numbers listed on the ballots are confidential and are only required to ensure that each member only receives one vote
* Nominating committee recruits candidates for each available position
	+ Give overall details of position and provide more after leader is elected
* Request (free) labels and/or membership roster at least 10 days prior to ballot mailing. Specify “ballot” labels when order so that you receive only eligible voting members. (This does not include student or associate members.)
* Include candidate names and photos in newsletter

Ballot

* Should be neat and well organized
* Have a checkbox next to each candidate’s name (and a write-in) for voters to mark when they cast their vote
* Include a photo of each candidate if desired
* Provide specific instructions on how to complete the selections and where to return it
	+ If ballots are mailed to members, all ballots shall be returned to the chairperson of the Tellers Committee. The name and address of that person should appear directly on the ballot. If voting is to take place at a chapter meeting, ballots should be placed in a secure ballot box until the Tellers Committee can take them away to a private location to count them.
* Emphasize a deadline date for return
* Include brief vitae of each candidate
	+ you may ask the candidate to write a paragraph to be included on the ballot
* The executive board does not approve or reject the ballot as formulated by the nominating committee - it is presented for information purposes only

Voting

* Each chapter member who is eligible to vote must have the opportunity to vote for their board of directors.
* Voting may be done at a state meeting, online, mail, or in the newsletter (or combination).
* If voting is done at a state meeting, those who are not in attendance must have a ballot emailed or mailed to them.

Post-election

* Teller committee counts ballots
* Report results immediately to president (verbally, followed by written confirmation)
	+ The winning and losing candidates should be called to be informed of the results.
	+ *The number of votes received by each candidate should not be announced!* The president should only reveal the names of the elected chapter leaders.
	+ Ballots and any other election materials are retained by the chapter secretary, until the completion of the election for the following year. Ballots should be destroyed at this time.
* Send an explanation of the duties and responsibilities for the office to the appropriate candidate. Include the number of meetings that they are required to attend, and the procedure for expense reimbursement, along with a vitae form, requesting a brief career/membership summary and photograph of the candidate for the newsletter.
* Report results to ANFP national office (chapters@ANFPoline.org)
	+ Officer and committee reporting forms can be found under ‘forms, samples, and templates’ at [http://www.ANFPonline.org/Members/VolunteerResources/](http://www.dmaonline.org/Members/VolunteerResources/)
* Make sure to follow-up after the election to make sure there is a step-by-step policy for future elections

*See the ANFP volunteer handbook for more details about the roles of the president-elect, secretary, nominating committee, and teller committee. This can be found under the ‘manuals’ section at the bottom of* [*http://www.ANFPonline.org/Members/VolunteerResources/*](http://www.dmaonline.org/Members/VolunteerResources/)*.*