
CHECKLIST FOR BOARD OF DIRECTORS ELECTIONS IN CREDIT UNIONS

Every credit union has to have a board of directors, which serves as the managing committee of the credit union and represents both the credit union and its members on all levels. The board is usually elected at the annual general meeting (AGM) by the membership at large or elected delegates.

Is your next board of directors election just around the corner? When managing your election, it is important that every aspect is correct and inkeeping with your bylaws. Go through your bylaws again and ensure that you have checked all of your tasks on our checklist. With this aid, you can make a good start at organizing your election.

A Complete Election Preparation Checklist

- Appoint an Election Officer(s) and Election and Nominations Committee**

According to many regulations, an election officer must be appointed by either the membership at large or must be appointed by the current board to ensure the smooth running of the election. Members of the nomination committee may not run for office.
- Check Your Electoral Roll**

Details concerning which members have active or passive voting rights are outlined in the bylaws or in the election regulations. Before the election, the electoral roll needs to be brought up-to-date. Are there new members who are also eligible to vote? Are there old members who have left or are no longer in good standing? Sort through your former members and do not forget the present board of directors.
- Send Polling Cards to Members**

Inform your eligible members about the annual general meeting and the upcoming election. There are often specific periods in which you may send out polling cards and election documents. Election information can be sent or published through different channels, for example via email, on your website or social media. The key issue is that all members have access to information about the election. Only with enough eligible voters at your AGM can a quorum be reached.
- Determine List of Nominations and Candidates**

Now it is time for your members to nominate candidates. Depending on your election procedures, you can the membership base can nominate candidates that they wish to vote for. The number of signatures that a candidate needs should be stated clearly in your bylaws. The electoral code sets out whether the election is conducted as a candidate election or list election, or rather, a majority vote or proportional representation.

CHECKLIST FOR BOARD OF DIRECTORS ELECTIONS IN COOPERATIVES

Create Ballot

Create a ballot for each voter group, listing all candidates that are running for election within their voter group. Ensure that all candidates are presented equally and one candidate is not favored ahead of any other. Decide the order of candidates beforehand: alphabetically, by candidate number or randomly? Additionally, decide beforehand what kind of information should appear on the ballot: first name and surname only or also the voting district or the candidates' title? Check the spelling of candidates names, check their relevant voter groups and ensure that you haven't missed any candidates.

▶ [by voting online, you can create your ballot digitally with just a few clicks](#)

Choose a Voting Procedure

Your electoral code determines if the election is to be conducted in secret. Most electoral codes include sections about the procedure of the election: can voting be carried out on a written basis, orally, electronically or a combination of these procedures?

Counting the Votes

How your institution counts votes depends entirely on your chosen voting procedure. When voting with a majority vote system, it is necessary to check the electoral code to see if the distribution of seats is done by means of an absolute or relative majority. If the election is conducted with proportional representation, the electoral code should include a procedure to calculate the number of seats.

▶ [when voting online, the ballot box is counted with one click and the election results are at hand in minutes.](#)

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Find more tips on organising your board of directors election:

>> <https://www.polyas.com/credit-unions/elections>

TIPP

Polyas - the election experts

We are the leading provider of digital elections since 1996. Associations vote with us easily and conveniently over the internet. Combine online voting with postal voting, ballot box voting or voting at the annual general meeting. By voting online you will increase your voter turnout and save valuable time and money throughout the election management process.

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