
CHECKLIST: BOARD OF DIRECTORS ELECTIONS IN PROFESSIONAL ASSOCIATIONS

Planning elections, particularly for the board of directors, is something every professional association is going to have to get used to. However, there is more to the process than creating a few ballot papers and tallying some votes.

Election planning can be complex and time consuming. Fortunately, Polyas has put together this checklist to help you stay on top of things.

Your Complete Election Checklist

- Determine who is in charge of the election**
The board should determine who will be in charge of planning the election process. Some associations have an entire electoral committee.
- Determine how the election will be conducted**
Post, online, in person – there are countless ways an election can be conducted. The electoral committee should determine which is best suited for your association.
- Determine open positions**
Which positions on the board are actually open for election this year? This may seem obvious, but it is important to have a clear idea on what members will be voting on.
- Announce the election**
At least one month before nominations are opened, the election should be announced to the associations. All relevant dates and deadlines should be made clear, and members should know how they can nominate themselves and vote.

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“The most powerful thing we own is our vote.”

Bev
Perdue

- Create the electoral roll**
The electoral roll should be created and if it already exists, should be reviewed to make sure it is up to date. Ideally, your members’ contact details should be included so that election material can be easily delivered to them. If necessary, you may need to divide voters into groups based on districts or voting rights.
- Open nominations**
Members should now be given the opportunity to nominate themselves to the available positions. Typically, there will be a form available on the association website that prospective candidates can download. Once the filled out forms are sent to the association, the electoral committee should review them to ensure that the candidate is eligible to run.

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- Create ballot**
Once there is a clear list of candidates, the ballot should be created. If your election is being held offline, the ballots should also be printed off.
- Deliver election material**
At the appropriate date, all relevant election materials should be delivered to clients. Whether this be via email or post, your association's members should receive their ballot and clear instructions on how to vote.
- Commence election**
With the election now underway, voters can cast their vote during the allotted time period.
- Election ends and votes are tallied**
There should be a strict deadline for the end of your election. Once the election has ended, the votes should be tallied using an appropriate method.
- Winners announced**
Finally, the election is over. The winners should be announced to the association.

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More on online elections in professional associations:
» www.polyas.com/professional-associations/board-elections

TIP

**We would be delighted to support you through the election process.
Get in touch with us!**

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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