

## UNIONS: BOARD OF DIRECTORS ELECTION CHECKLIST

Every Union has to have a board of directors which serves as the management for the union, representing its workers on all levels. The board is usually elected at the annual general meeting. Larger labor unions nominate delegates, usually regional ones, who vote on behalf of the member base at AGMs.

Does your union have election coming up? While you are in the planning phase, it is prudent to ensure that you and your team keep focused on election. Ensure that you have gone through your bylaws and/or election guidelines and have marked down all of the important tasks that need doing. Below you will find a useful checklist that will help guide you through the election process.

**"There's no such thing as a vote that doesn't matter."**

Barack  
Obama

### A Complete Election Checklist

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#### Appoint an Election Officer and an Election and Nominations Committee

According to most regulations, an election officer has to be appointed by the present board of directors or by the membership. Other members can be nominated for the election and nominations committee. Members of this committee cannot run for office.

#### Check your Electoral Roll

Details concerning which members have active or passive voting rights should be outlined in your bylaws or election regulations. Before the election the electoral roll needs to be updated. Are there new members who are also eligible to vote? Be sure to sort out your former members and don't forget the current board.

#### Send out Poll Cards to Members

Not every electoral district will hold elections every year. Which districts are up for election should be checked by the electoral committee. You can then notify your members of the upcoming election, usually at least one month before the start of the election. E-mailing notifications are the easiest and cheapest option.

#### Determine List of Nominations and Candidates

The announcement should include the date and time nominations open, the date of the election, and the manner in which members can nominate themselves or others for candidacy. You should also let your voters know how they can cast their ballots.

#### Create Ballot

The committee should review the electoral roll to ensure that is up to date. Any new members should be added, and any former members should be removed. It should contain members' contact details.

#### Choose a Voting Procedure

Normally, members can only vote and be nominated within their district. The electoral roll should reflect this. Be sure to segment voters by district as well as other divisions that your union may have.

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### Open Nominations

Members can now be nominated for any open positions. Typically this is done by completing a form that has either been emailed to the electorate or is found on the union website. The forms must be submitted before a certain deadline and prospective candidates require a certain number of signatures.

### Create Ballot

Once the nominees have been finalized, the ballot papers may be created. Since members can only vote for nominees in their district, each district will have a different ballot. If you are conducting your election offline, ballot papers need to be printed, stored securely and/or mailed.

### Deliver Election Material

At the start of the election, members should receive their voting details. Offline voters will have received their details via mail or collection. Online voters will receive a link, their username and one-time-use password by email or SecureLink.

### The Election Begins

The election is now underway. Voters can cast their vote in the method determined by your committee. Depending on the duration of your election Polyas, recommends sending out reminders to ensure an increased voter turnout.

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### Votes are Tallied

The election has come to a close, and the votes must be tallied. Offline vote must be tallied by hand.

### Announce the Winners

Announce the winners of the election to the union membership at large.

More information on online elections in unions:  
» <https://www.polyas.com/unions/elections/online>

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.

#### Contact

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