

## **CUCSA Election Coordinator Procedures**

- CUCSA Elections Coordinator solicits nominations to the delegation by e-mail. Initial message states timeline and deadlines.
- As Nominations are received, the Elections Coordinator:
  - Contacts nominee, via email, asking if s/he would accept nomination.
  - If yes, sends an email asking for candidate's statement by due date.
  - If no, sends an email to the nominator letting that delegate know the nomination was declined.
- Following close of nomination period, send emails to all delegates stating the nomination period is closed.
- Request candidate's statement from candidates, send reminders two weeks and one week before deadline if not received.
- Compile candidate's statements into document and forward by deadline to CUCSA members. (Request acknowledgement from delegates that they received the statements.)
- Ask Chair-Elect candidates if they will consider running for Secretary in the event of non-election.
- Prepare paper ballot by office and candidate and bring to June meeting (see attached).
- June meeting
  - Distribute ballots
  - Collect and tally votes (CUCSA Secretary should go with coordinator)
  - Announce winners

### **Sample Emails**

Subject: CUCSA Officer Nomination

Dear ,

You have been nominated for Chair Elect/Secretary of CUCSA for the 2008-09 year. Will you accept this nomination?

Thank you,  
CUCSA Election Coordinator

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Subject: CUCSA Candidate Statement

Dear ,

Congratulations on your nomination for Chair Elect/Secretary of CUCSA for the XXXX year. Please forward your candidate statement to me by XXXX.

Thank you,  
CUCSA Election Coordinator

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Subject: XXXX CUCSA Elections

Good Morning Delegates,

Selection of CUCSA leadership is a very important task. Below is the timeline for the election of CUCSA Chair Elect and Secretary.

- XXXX Nominations and/or self-nominations are due to me
- XXXX Candidate statements are due to me
- XXXX Candidate statements will be distributed to delegates via email
- XXXX Elections will be held at the meeting in

Thank you all. See you in June.

CUCSA Election Coordinator

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Subject: CUCSA Candidate Statements

Dear CUCSA Delegates,

Attached are the candidate statements from the nominees for Chair Elect and Secretary for the XXXX year. Please review the statements in preparation for the election to be held at the June 200X meeting.

Thank you,  
CUCSA Election Coordinator

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Subject: XXXXCUCSA Elections

Dear All,

This is to confirm that nominations for the Chair Elect and Secretary for XXXX closed at 5 Pm on XXXX.

Thank you,  
CUCSA Election Coordinator

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Subject: XXXX CUCSA Elections

Dear Delegates,

The nominations are over and we have two candidates for the XXXX CUCSA offices : XXXX for Chair Elect and XXXX for Secretary. Their statements are attached. Elections will be held during the upcoming meeting at UC XXXX from June XXXX. The section of the CUCSA bylaws that pertain to elections is included below:

Thank you,  
CUCSA Election Coordinator

OR

Dear Delegates,

It is my pleasure to announce the candidates for chair elect and secretary of CUCSA for XXXX. Statements for the candidates are attached.

List the candidates by office:

CUCSA Election Coordinator

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Dear Chair Elect Nominee,

I am now planning ahead so if you are not elected Chair Elect will you run for Secretary?

Thank you,  
CUCSA Election Coordinator

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