

Elections Committee Checklist

- Distribute the Election Procedures for Members including the Nomination Forms
- Determine date of AGM from Board of Directors
- Set date for Candidates Meet and Greet (talk to the declared candidates and try to pick a date when the most of them can attend)
- Organize the Candidates Meet and Greet including refreshments
- Prepare election newsletter (ask candidates to submit a short bio that can be published to help members get to know who they are)
- Prepare Ballots
- Prepare a flip chart/Powerpoint list of all the declared candidates with room to add nominations from the floor so the Members can see the names of all the persons nominated
- Prepare a flip chart/Powerpoint outlining the instructions for voting (i.e. the number of votes that must be included on each ballot for it to be counted and any other logistical directions you want to give the Members to keep the process easy)
- Obtain a complete list of all Members of the Co-op who would be eligible to vote at the election
- Prepare Tally Sheets for counting the votes
- Ensure a Ballot Box is ready for the Election
- Ensure you have a large envelope to seal the ballots and tally sheets inside after the election results are announced.