



## **Geo/SIG - Election Assistance & Support**

To facilitate and encourage member volunteer participation in affiliated Geo or SIGs, each group is required to hold annual or bi-annual elections for group leaders. In support of this policy, the OAUG can provide your group limited assistance in the management of your elections. The following guidelines and procedures outline the steps necessary to produce an election for your group.

The OAUG can also provide your group information and assistance in developing volunteer involvement and leadership roles. Clearly defined objectives and expectations are key to making the volunteer experience enjoyable and fulfilling. Please contact the OAUG for more information.

Contact the OAUG Geo/SIG Manager at +1 404 240 0897 to coordinate and schedule your group's election. Please allow ten days notice prior to the start date for your call for candidates.

### **Getting Started**

Determine the “Who – How Many – How Long”

A key factor in developing a positive and rewarding volunteer leader is to communicate clearly and concisely the full extent of the time, resources, and participation necessary to fulfill the position. Accomplished people interested in volunteering their time will want to know expectations of them – in order to meet them.

Before a Call for Candidates can be created, the group must determine who can be considered a candidate. This information is stated in your group bylaws and usually found under the “Qualifications and Rights” section for membership. If it is not included in the bylaws, please contact the OAUG for information on how to amend or adopt a resolution determining these factors.

When reviewing your bylaws, determine the following:

1. Who is an eligible candidate?
  - A. Is the candidate required to be a member of the affiliated group?
  - B. Is the candidate required to be a member of the OAUG?
  - C. Does the candidate need to be from a specific member classification?

Determine how many seats/positions are open and need to be filled. Many bylaws state a range of “no less than X and no more than Y”, allowing for growth or adjustment in the size of your board/leadership seats. A board should be small enough to act as a deliberative body and large enough to carry the necessary responsibilities. The OAUG Geo/SIG Manual includes a sample

volunteer leadership model for existing and mature affiliated groups. This model structure can be modified to meet the current needs and to help forecast future candidate positions.

Next, determine the length of the elected term. Many elected leadership structures incorporate a two-year term of service, incorporating a staggered election cycle with half of the elected volunteer leadership standing for re-election annually.

Who can vote? Is it one vote per individual member? Or is it one vote per member company? This is a question that more than likely is answered in the group's bylaws. If not, the current leadership can adopt a policy statement identifying the voting membership of the group as a one-time event for further review, clarification and adoption by the incoming elected leadership.

The OAUG can provide you with a generic Call For Candidates format that you can modify with the details and answers to those aforementioned questions. This document is posted in the Coordinator Resources section of the OAUG web site.

Develop a timeline that allows enough time to collect candidate bios, post to the web site and conduct an election. A sample timeline is below, and can be modified to fit your group's individual requirements.

Develop Call for Candidates	October 1
Post Information to your web site	October 5
Send email notice to all members announcing the opening for the Call for Candidates	October 6
Send reminder email to all members regarding call for candidates	October 13
Collect and organize candidate bios	October 20
Send out Ballots	October 22
Close Elections	October 30
Tally Ballots	October 31
Notify Winners	October 31

## **Elections Quick Start Outline**

- I. Getting Started
  - A. Review Bylaws
    - 1. Qualifications
      - a. Who is eligible to run for the board?
      - b. Length of term
      - c. How many positions are open
    - 2. Voting
      - a. Who can vote?
      - b. One vote per individual member?
      - c. One vote per company?
  - B. Develop a Timeline
    - 1. Establish how long will the Call for Candidates be open?
    - 2. Establish how long will the election be open?
  - C. Create a Call for Candidates
    - 1. Send out the Call for Candidates
    - 2. Post information on web site
  - D. Compile the ballot
    - 1. List names alphabetically
    - 2. Determine if you want to indicate membership class on the ballot (user or associate)
- II. Election
  - A. Election Process
    - 1. Email Ballots sent from OAUG Geo-SIG email address
    - 2. Only reply messages are valid ballot returns
    - 3. OAUG will tally and verify results and send to Group