**THESE ARE POTENTIAL OPTIONS AND ARE ONLY SUGGESTIONS AND REOMMENDATIONS. UNITS NEED TO MAKE THEIR OWN DECISIONS BASED ON WHAT IS BEST FOR THEIR MEMBERSHIP.**

**UNIT NOMINATIONS AND VOTING**

The biggest issue in this entire process is fairness and communications.

A Unit must make a good faith effort to reach their entire membership and inform the of the steps to both nominations and elections. Those steps are:

**NOMINATIONS**: When will nominations process start and how that gets done and a cut-off date.

**ELECTIONS**: The date when elections will take place, how it will be done, when it begins, and when it ends.

Also, it is strongly suggested depending on how you do elections, that if you are actually counting physical ballots and not using an online method that they be secured and opened at a separate time when all members can come and watch the count from their cars (depending on the restrictions currently in place) if desired. Some of your members you can reach by email, others by phone and all the rest by mail. However you choose to do nominations, elections and posting of the results the procedure must be reasonable and fair to all Unit members.

Under the COVID 19 crisis the methods of running elections should be decided by the following procedure.

**NOMINATIONS**

* Nominations are required, even in this crisis. Self-nominations are acceptable (Write In). Seconds of nominations are not required per Roberts Rules of Order, Newly Revised.
* Not required to be read at one, two or three meetings prior to election.
* In all situations nominations are allowed at the time of election using the write in space.

Therefore, there are several options that a Unit can use to take nominations, but the membership must know the start and cutoff date for nominations.

A Unit can take nominations and can be made by:

* Email from the member to the Secretary or the nominating committee if you so advise your members of the Secretary’s email address.
* By phone call to the Secretary or the nominations committee, if his/her phone has voice messaging and the members have his/her phone number and extension.
* By a sign-up sheet on the front door if you have informed the membership that the sign-up sheet is there.

**BALLOT**

* After the cutoff date for nominations, review the nominees to insure each one is a member in good stating of your Unit.
* Once you have the candidates that are in good standing, you will prepare the ballot listing each office and the members who are running for that office. That ballot must include a space under each office so that a member can “write-in” a candidate that may not have been nominated through the nominations process.
* Make certain you put a space for every officer even if there are no nominations because each will have a “write-in” space any member could write themselves in for that open position.

**ELECTIONS** – you have several options available

* Simply View ([www.simplyvoting.com](http://www.simplyvoting.com)) is an online application which is low cost, provides for the Unit Secretary or whomever else the Unit appoints to administer the election to input the membership data and an election ballot. You would go to the Application on-line, members could perhaps use their 9-digit membership number for authentication, after authentication, ballot comes up, vote, release your ballot, your done. You can’t vote again.
* Next option could be a drive-in ballot where members pull up in their car to a location, Secretary or whomever checks to make sure they are a member, provides them a ballot, they complete the ballot and place it in a ballot box. On another day at a predetermined time and place the ballot boxes are opened and counted.
* Ask the Post if they will allow you to use it for 5 or 6 hours to allow members to come in for voting only. Member comes in, maintaining social distancing, check-in to ensure they are a member in good standing, get a ballot, vote and place ballot in box and leave.

**REPORTING RESULTS**: To maintain transparency we strongly recommend that the results of the election be reported in a separate meeting, possibly in the parking lot where members could watch the opening and counting of ballots from their cars. After the count is complete and verified the results of the votes announced and then post the results. If you use an online tool or other means you could mail, email or simply report the results at a separate meeting. Just make sure that you afford all members the opportunity to vote and give all of them the results of the election.

**PLEASE REMEMBER**: No matter which of these options you choose, the option must be communicated to your entire membership, everyone must know when, where and times so everyone has the opportunity to participate.

**THESE OPTIONS ARE ONLY SUGGESTIONS OR RECOMMENDATIONS.**