

Chapter Elections: Incorporated & Unincorporated

- **Why Hold Elections?**
 - ✓ It ensures representation on a national and state level.
 - ✓ It helps to keep your organization on track & provides better communication with state and national levels.
 - ✓ If incorporated, you must hold elections to retain your charter.
 - ✓ Yes! You Can! – You CAN hold a chapter representative election with only one member in your chapter!

- **What are the Basics?**
 - ✓ Chapter Structure:
 - Every regular member of the AVVA chapter is a voting member.
 - Unincorporated chapters may elect a representative.
 - Incorporated chapters will elect the 4 officers: Pres/VP/Sec/Treas.

- **What first?**
 - ✓ Incorporated & Unincorporated Chapters:
 - You must hold your elections in April of the even numbers years. (e.g. 2018, 2020, 2022)
 - You must inform all regular chapter members of the election date, and the offices that are available. (30 - 45 days before the election meeting date is *strongly* recommended!)

 - ✓ The current president, representative, or the election chair must inform all members:
 - a) Of the Election date, place, and time.
 - b) Of the offices that are open for candidates.
 - c) Of the need for a Letter of Intent for all candidates.
 - 1. You must submit a letter of intent to run for office, as there are NO writes ins or nominations from the floor allowed.
 - d) Where & when to send the Letters of Intent.
 - 1. Letters of intent must be received by the election chair no less than 30 days prior to the election date.

 - ✓ You may use email, if you are sure of the email addresses, or you may use USPS mail to notify your members of the elections ...But every member of your chapter must be notified!

- **The ballots will be collected by the election chair:**
 - i. The election chair (and tellers if appointed by the chair) will count the ballots for each office.
 - ii. The election chair will announce the results.
 - iii. The oath of office will be administered.

iv. This should be done by any past rep or officer, or by a VVA officer.

✓ Some Important Details:

- It is possible for there to be just one person voting in an unincorporated chapter.
- It is possible for there to be just one candidate, for any given office.

✓ And:

- Ballots, sign-in sheets, and the election results form must be sent to the state president or state representative within 30 days of the election date!

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All election forms and documents can be found on the AVVA website: avva.org/forms.html

 **If these documents are not sent in by the deadlines, it will result in your chapter not being permitted a delegate at state meetings and at national conventions!**