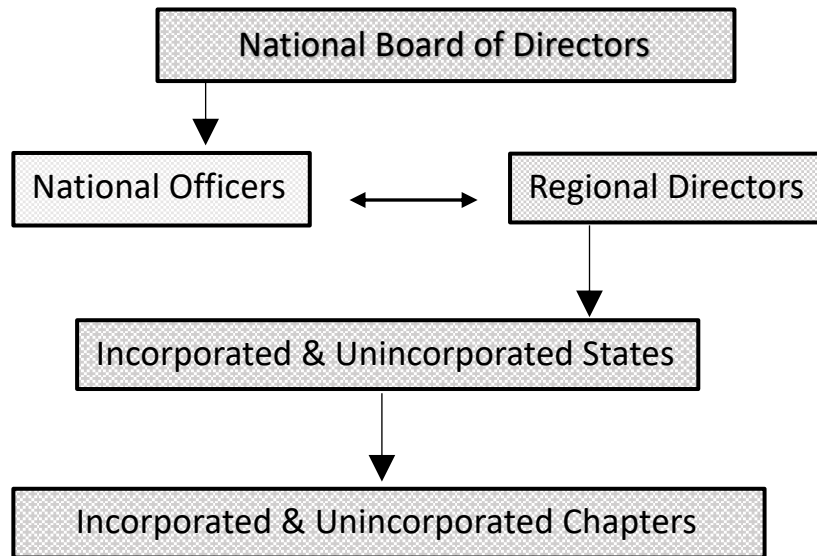


## State Elections:

### Incorporated & Unincorporated

#### AVVA Organizational Levels:



#### Why Hold Elections?

- Ensures representation on a national level.
- Helps to keep your organization on track & provides better communication with national and your chapters.
- If incorporated, you must hold elections to keep your charter.

#### What are the Basics?

- Unincorporated states may elect a representative.
- Incorporated states will elect the 4 officers: Pres/VP/Sec/Treas.
- Elected chapter reps & presidents, the at large rep, and the 4 officers, (if incorporated) are voting members of the state organization.
  - Currently the state rep does not vote at state level elections.

#### What do we do first?

- Incorporated & Unincorporated States must:
  - Hold your elections between Jan 1 & June 30 of the even numbers years. (e.g. 2018, 2020, 2022)
  - Inform **all regular members in your state** of the election date, and the offices that are available, before the election meeting date!

## Steps to Take for State Elections:

1. Decide on an Election Chairperson:
  - a. This person is appointed by your current state president or representative.
  - b. This person may be either a member of AVVA or a member of your corresponding VVA state organization.
2. 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 letters of intent, as there are NO nominations from the floor!
  - d) Where & **when** to send the Letters of Intent.
3. The members must be notified far enough ahead of the meeting date, that they are able to get their letters of intent in to the election chair 30 days or more prior to the election! 45 – 60 days is strongly recommended.
4. You may use email, if you are sure of the email addresses, and you may use US mail. But, **all members must be notified!**

## So, What Happens Next?

- ✓ The Letters of Intent are held by the election chair.
- ✓ The election chair will keep a printed copy of each letter, and bring them to the election meeting.
- ✓ The election chair or the current president or representative, will be sure there is a sign-in sheet available for all voting members to sign at the election meeting, as well as ballots for all voting members.
- ✓ The voting members will sign the sign-in sheet, and will be given a ballot.
- ✓ Ballots will be used **regardless of** the number of voters, or candidates.
- ✓ Ballots can be found on the website: [avva.org/forms.html](http://avva.org/forms.html).
- ✓ The candidates will be given a chance to speak to the members if they choose.
- ✓ There can be as few as one candidate for any office, or as many as are interested.
- ✓ The members will mark their ballots to designate their choice for each office:
  - **Unincorporated States:** There will be one position opening for state representative.
  - **Incorporated States:** There will be one position opening for each of the 4 officers.

## The ballots will be collected by the election chair.

- a) The election chair (and tellers if appointed by the chair) will count the ballots for each office.

- b) The election chair will announce the results.
- c) The oath of office will be administered.
  - a) This should be done by any past rep or officer, or by a VVA member.

### **Some Important Details:**

It is possible for there to be **just one person voting** in unincorporated states. (As long as there is at least one duly elected chapter rep or president)

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 regional director within 30 days of the election date! *These documents can be found on the AVVA website:*  
[avva.org/forms.html](http://avva.org/forms.html)

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

Check out P&P, Section 1, pages 13, 14, & 19 for requirements  
And duties of the offices for states and the election chair, and  
check out the P&P, Section 5, for all election details!

[www.avva.org/policy.html](http://www.avva.org/policy.html)