

## **Mu Theta at Large Chapter**

### **Election Policy**

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1. Mu Theta at Large will conduct elections annually by ballot
2. Members will be notified by email and regular mail for those member without active emails
3. Members will be required to vote electronically
4. Ballot by regular mail will be included for those members who chose not to exercise the option to vote electronically
5. The Ballot will include a write-in option for all positions
6. A copy of the criteria for each position will be available at the time of voting
7. Positions will be staggered to allow for ease of transition into existing positions, i.e. the terms of office officers and directors, including Governance, Leadership Succession, Corresponding and Recording secretaries will be staggered or placed on alternate slate so that these positions are not up for re-election at the same time.
8. Chapter officers and members of the Leadership Succession Committee are elected. Governance committee members may be elected or appointed.
9. Term limits for officers is 2 years with the exception of the President –Elect, who may be elected for 1 year (i.e. in 2<sup>nd</sup> year of current President’s term) then succeed to President for 2 years.
10. Call for nomination will start in December of each year, followed by a 30 day review period then a 2 week voting period
11. Members of the Leadership Succession Committee are ineligible for an office or committee member position while serving on that committee.

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### **Criteria**

12. Members seeking positions on the board must be members in good standing without outstanding dues
13. All members are expected to abide by the guidelines of the election process

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### **Election Process**

14. The election process will include the following elements:
  - Call for nomination (submission of consent to serve form and biographies by candidates) - 4 weeks. Consent to serve form and roles and responsibilities can be viewed and printed from the chapter website at [www.muthetaatlarge.org](http://www.muthetaatlarge.org)
  - In the event of a tie, the election shall be determined by lot
  - In the event of a tie in mail ballot, The Board of Directors shall decide the election, either by re-vote or breaking the tie by lot
  - Submission of consent to serve forms and biographies for board approval -30 days

### **Election Process**

- Actual Election process -2 weeks
- Chapter members will be notified of results electronically, at the annual Induction Ceremony, The circle and Chapter website
- Regular mail notification will be added for members without emails
- Newly elected members will be installed at the annual induction ceremony or at the Transition of Officers meeting in June of each calendar year