

## Sweet Adelines International International Board of Directors Election - 2019-2022 Term

### Chapter Checklist of Election Responsibilities - Chapter Balloting Information

It's time for the membership of Sweet Adelines International to elect four members who will serve three-year terms on the International Board of Directors beginning May 1, 2019. The 2018 election of International Board of Directors members for the 2019-2022 term will be conducted electronically.

Each Chapter President/Team Coordinator is responsible for ensuring that her chapter casts its vote by the **November 28, 2018, 3:00 p.m. Central Time deadline.**

The following is a checklist of election responsibilities for the chapter and its officers.

- In September each Chapter President/Team Coordinator will be sent an email from international headquarters that contains a link to the nominee biographical information and photos. This nominee flyer/link should be made available to each member of the chapter prior to the election meeting to acquaint them with the candidates. The email will also contain a "Ballot for Chapter Voting" to be duplicated and distributed to the members on the day of the election.
- During the last week of September 2018, each Chapter President/Team Coordinator will be sent an email with information on how to complete the online voting procedure. The email will contain a chapter username and password to be used in voting. If your chapter does not receive an instructional email from by September 28 (be sure to look in your spam file) contact the Corporate Services department at international headquarters.
- The officers of the chapter should schedule an election meeting (regular or special) for the specific purpose of voting. This meeting should take place between October and November. Note: A special meeting **MUST BE** held if it is not possible to hold the election at a regular meeting in time to meet the November 28, 2018, deadline. As noted in the Standard Form Chapter Bylaws, Article IV Meetings, Section 1 Business Meetings, C, paragraph 2, **ABSENTEE BALLOTS** are allowed as long as they are received by the President/Team Coordinator/Election Meeting Chair prior to the election meeting. Proxy votes are not allowed. Dual members vote with their primary chorus.
- Prior to the election meeting, a ballot for each member of the chapter should be prepared. Page two of this Chapter Balloting Information contains a "Ballot for Chapter Voting" which is being included for your convenience. The "Ballot for Chapter Voting" can be copied, cut in half, and distributed to your members on the day of the election.
- Prior to the election meeting, a Tellers Committee (**two or more persons**) should be appointed to count the ballots.
- During the election meeting, the nominee flyer can be reviewed, if desired. After any discussion, ballots are distributed and the chapter members cast their individual ballots.
- The Tellers Committee (**two or more persons**) collects the ballots. During the ballot count, the Tellers Committee will:
  1. Declare invalid any ballot that has more or fewer than four selections marked.
  2. Facilitate additional voting if the balloting results in a tie.
  3. Determine that the four nominees receiving the highest number of votes are the nominees chosen by the chapter.
- The Chapter President/Team Coordinator, upon receiving the results from the Tellers Committee, announces the results to the chapter.
- Using the instructions, chapter username and password provided in the September email, the Chapter President/Team Coordinator logs in to the electronic voting system and completes the online voting procedure on behalf of the chapter. A confirming receipt will affirm that the vote has successfully been cast. **Voting will close at 3:00 p.m. Central Time on Wednesday, November 28, 2018.**

Questions or comments about the election for International Board of Directors should be directed to the Corporate Services department at international headquarters ([corp\\_secy@sweetadelines.com](mailto:corp_secy@sweetadelines.com)).

**BALLOT FOR CHAPTER VOTING**

**For chapter member use only.  
Do not return to  
international headquarters.**

SELECT FOUR

Place an "X" in the box opposite four names:

- Thérèse Antonini
- Bridget Barrett
- Joan Boutilier
- Patty Cobb Baker
- Jeanne d'Arc (JD) Crowe
- Leslie Galbreath
- Elaine Hamilton
- Jennifer Harris

Note: In accordance with the bylaws, each of the above nominees has expressed her willingness to serve if elected.

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