

## Elections Committee

### General Responsibilities:

The Elections Committee solicits Declarations of Candidacy and conducts an annual mail-in ballot election for such positions as are vacant on the Executive Committee.

### Organization and Tasks:

1. The President of WMCA will appoint a Committee Chair, a member of the Executive Committee to act as a liaison and as many committee members as necessary to accomplish the tasks of the committee.
2. The committee will work throughout the year to encourage participation in the electoral process.
3. The committee will place a call for candidates in the fall edition of "The Quill" and will furnish the Declaration of Candidacy forms.
4. The committee will submit a slate of proposed candidates for election to the Executive Committee at its January meeting.
5. The committee will format candidate statements and photos and will distribute same with the ballot package.
6. The committee will administer the election in accordance with the Election Procedures adopted by the Elections Committee and affirmed by the Executive Committee. The election shall be administered in such a manner as to ensure openness, fairness and to encourage the broadest possible participation by active members.
7. The committee will mail ballot packets to active members in good standing at the time of membership verification by the first Friday in February. Returned ballots are to be received no later than the third Friday in February.
8. The committee will meet the week following the close of the election to perform the counting and tabulation of the ballots as outlined in the adopted Election Procedures and will notify the President of the results.
9. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
10. The Committee Chair shall prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2006-2007) for distribution to the committee members at the Annual Conference.
11. All invoices for WMCA expenses shall be forwarded to the Executive Committee Liaison for review and sign-off prior to being sent to the WMCA Treasurer.