

Annual Elections: On-line voting system

Procedures:

- The Voting Officer will be responsible for establishing and maintaining an on-line based voting system for the purpose of annual elections.
- A formal on-line ballot will be used for voting.
- Elections will be held via Survey Monkey.
- Only IFLTA members will be able to vote. The Voting Officer will work with the Secretary in order to certify the IFLTA membership of voting parties.
- Members may nominate themselves.
- Description of the positions, brief summary of the nominees, ballot and any other necessary information will be posted and updated on our IFLTA website. The Voting Officer will work with the Webpage Manager in order to post all the necessary information on the IFLTA website.
- The Voting Officer will work with the Secretary in order to send the necessary announcements concerning the on-line voting and procedures to the listserve.

Time table for nominations:

- An announcement about nominations should be sent to the listserve at the beginning of June. The Voting Officer will pass the announcement to the Secretary to be sent out via the listserve. Job descriptions will be posted on our website before the announcement is sent out. A special link and page should be created on our IFLTA website for the on-line voting system.
- Nominations will be accepted between June 1st and August 1st.
- After receiving all the nominations the Voting Officer will contact the nominees in order to let them know they have been nominated and verify that they want to go ahead with their candidacy. Electronic address and any other information about the candidates should be requested from the Secretary.
- The nominating committee (composed of the IFLTA board of directors) will narrow the number of candidates for each position to three after reviewing all the dossiers at the August meeting.
- The names of the final nominees (selected by the nominating committee) and a brief biography found in the standard form will be posted on the IFLTA website. The Voting Officer will work with the Secretary and Webpage Manager in order to post all the necessary information on the IFLTA website.
- Voting will take place between September 1st and October 15th.
- The results of the election will be announced at the business meeting at the conference.

Form submission:

Each candidate will receive via e-mail the standard form that will be used. Candidates also have to send via e-mail to the Secretary the following information on the standard form:

- CV
- Personal statement of 250-words maximum indicating the reason for his/her interest in filling the position.

The Secretary will be in charge of making copies of all the forms or dossiers submitted for all the board members. The Secretary will bring all the copies to the August meeting for the board members' review.