

CHAPTER ELECTIONS

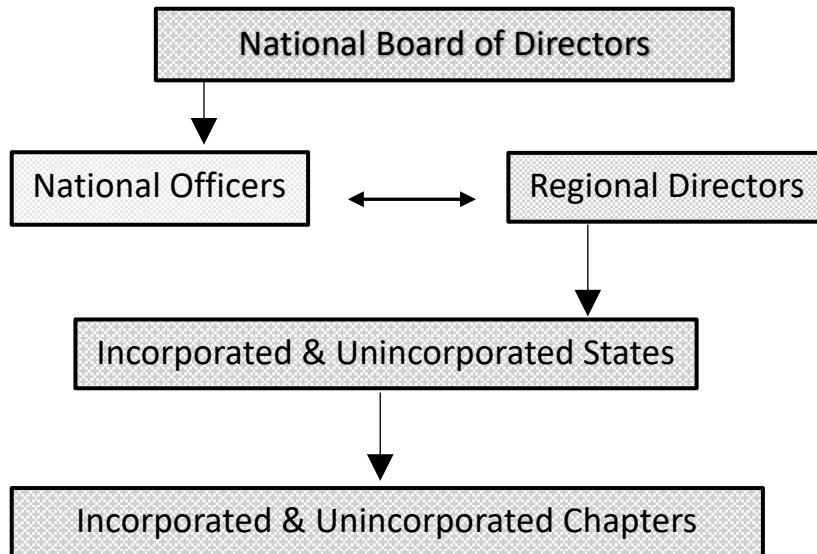
Unincorporated and Incorporated



Associates of Vietnam Veterans of America
www.avva.org

Chapter Elections: Incorporated & Unincorporated

AVVA Organizational Levels:



Why Hold Elections?

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

What are the Basics?

- Chapter Structure:
- Every regular member of the chapter is a voting member.
- Unincorporated chapters may elect a representative.
- Incorporated chapters will elect the 4 officers: Pres/VP/Sec/Treas.

What first?

Incorporated & Unincorporated Chapters:

- ✓ You must hold your elections in April of the even numbers years. (e.g. 2018, 2020, 2022)
- ✓ You must inform **all regular chapter members** of the election date, and the offices that are available. (30 - 45 days before the election meeting date is *strongly* recommended!)

Steps to Take for Chapter Elections:

1. Decide on an Election Chairperson:
 - a) The election chair is appointed by your current chapter president or representative.
 - b) The election chair must be either a member of your AVVA or your corresponding VVA chapter
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 a letter of intent to run for office, as there are NO nominations from the floor allowed.
 - d) Where & **when** to send the Letters of Intent.
 1. Letters of intent must be received by the election chair no less than 14 days prior to the election date.
3. You may use email, if you are sure of the email addresses, or you may use U.S. mail to notify your members of the elections ... **But every member of your chapter must be notified!**

So, What Happens Now?

1. The Letters of Intent are held by the election chair.
2. The election chair will keep a printed copy of each letter, and bring them to the election meeting.
3. The election chair, or current chapter rep or president, will be sure there is a sign-in sheet available for all members to sign at the election meeting.
4. The election chair or current chapter rep or president will make ballots available for each member present at the election meeting.
5. The voting members will sign the sign-in sheet, and will be given a ballot.
 - a. Ballots will be used **regardless of** the number of voters, or candidates.
6. The candidates will be given a chance to speak to the members if they choose.
 - a. There can be as few as one candidate for any office, or as many as are interested.

And Then:

1. The members will mark their ballots to designate their choice for each office:
 - **Unincorporated Chapters:** There will be one position opening for chapter representative.
 - **Incorporated Chapters:** There will be one position opening for each of the 4 officers (Pres., V-Pres., Sec., Treas.)

Almost There!

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 officer.

Some Important Details:

It is possible for there to be **just one person** voting in an unincorporated chapter.

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 state president or state representative within 30 days of the election date!

These documents can be found on the AVVA website: www.avva.org/forms.html

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

Check out the P&P, Section 1, pages 16, 17, and 19 for details of requirements and duties for chapter offices and the election chair.

http://www.avva.org/documents/policy/section1_rev2018.pdf

Check out the P&P, Section 5 for election details!

http://www.avva.org/documents/policy/section5_rev2018.pdf