

To-Do List
Election Chairperson
March 2025

Introduction

The Trilogy Tennis Club membership elects a seven-member board, including officers. Board members serve two-year terms. Terms are staggered. Officers include a president, vice-president, treasurer, and secretary. In addition to the four officers, the board is comprised of three directors; one each responsible for membership, tournaments, and information technology (IT). Board member elections are held every year with the results revealed at the annual spring membership meeting. Board president, secretary, and membership director are elected on odd years; while vice-president, treasurer, tournament director, and IT director are elected on even years.

In order to help ensure fair, unbiased, and transparent elections, the tennis board enlists the assistance of an Election Chairperson. This person is a volunteer who is not running for office and agrees to independently manage and execute the election process, as prescribed by the board. The steps of the election process that apply to the Election Chairperson are described below.

Process for Election Chairperson:

- 1) Receive instruction, including election milestone dates, from Board president
- 2) Receive at-large club nominations for positions up for election
- 3) Contact nominees and ask if they are willing to serve club in nominated capacity
 - a) If yes, inform Board and place nomination on email ballot for applicable position
 - b) If no, inform nominator that their nominee is unwilling to serve in desired capacity
- 4) Develop email ballot and voting instructions with assistance of Board IT Director
- 5) Ensure email ballots are distributed to full membership by IT Director by the prescribed date
- 6) Receive completed/returned email ballots from membership
- 7) Mark members casting an email ballot on a current membership list
- 8) Develop a hardcopy ballot and distribute as needed at beginning of annual membership meeting
- 9) Receive completed hardcopy ballots during annual meeting and mark members voting in this manner on same membership list used for email ballots to ensure no double voting
- 10) Conduct a hardcopy ballot count near end of annual meeting
- 11) Select a member at large to also count hardcopy ballots as a check
- 12) Combine hardcopy ballot count with email ballot count to tally final election counts
- 13) Announce successful candidates at end of annual meeting