**Chapter E-Ballot Set Up Process**

Please submit the requested information at least one week before your election should start. ASSP Chapter Services uses this information to send each member of your chapter a unique link they will use to cast their ballot. Each link may only be used once to ensure a fair election.

Review your chapter’s bylaws to ensure you are following your election procedures.

If you have any questions, contact ChapterServices@assp.org.

**Required Information – Submit to** **ChapterServices@assp.org**

1. A list of candidates that will appear on the ballot. Include full name, designation(s), and position they will hold if elected.
2. Positions statements for each candidate that includes a photo, an overview of their background, and their interest in the position.
3. The date you’d like the poll to open and the date you’d like it to close.
4. Contact information (name and email) for the chapter leader that will be the main contact for questions about the ballot. This is typically the Nominations & Elections Chair.
5. Message to members. You may submit a unique message or we will use the one below:

Dear [Member Name]:

As a member of the [XYZ] Chapter of ASSP, you are entitled to vote for your elected officers for the next chapter year. Please take a moment to exercise your right to vote by filling out the ballot at the following link:

Your Ballot

**Voting will close on [date & time].** If you have questions, please contact [Chapter Representative] at [Email Address]

Signed – N & E Chair

**Next Steps**

1. Chapter Services will provide a sample ballot for you to test and review for accuracy.

Note: Only where the position is contested will members need to vote for a specific candidate. All candidates running unopposed will be presented as a single slate that members may vote for or against.

1. Chapter Services will provide you with your most current roster. Check the list for accuracy and report any updates to email addresses as needed.
2. Once you approve the ballot and the voting list, Chapter Services will send the ballot to your chapter’s members via email on the date you have specified.
3. Chapter Services will send you the results the next business day after the poll closes.