

***PROCEDURES FOR ELECTION OF
GEORGIA HEAD START ASSOCIATION OFFICERS, CATEGORY E
MEMBERS OF THE BOARD OF DIRECTORS, AND
REGION IV REPRESENTATIVES***

- 1) The Chairperson of the Nominating Committee will announce to the Board plans for election of officers, inclusive of Region IV Representatives and Category E Members of the Board of Directors, and review the Election procedure and duties of each office with the Board prior to the election.
- 2) The Chairperson will obtain a list of eligible members from the Membership Committee Chair.
- 3) The GHSA Officer/ Category E Member of the Board of Directors/Region IV Nomination forms, descriptions of the duties of each office (from the By-Laws) and the approved Election Procedure will be available for downloading from the Georgia Head Start Association website. All Board members will be notified a minimum of 45 days prior to the due date for written nominations.
- 4) Completed GHSA nomination packets containing the nomination form, letter of financial support, and one page resume must be submitted to the Chairperson of the Nominating Committee. Only nomination packets with all information completed and meeting all qualifications criteria will be accepted. Failure to submit a complete nomination packet by the due date will result in an invalid nomination submission. No write-ins will be accepted after the closing date for nominations, as all required documentation must be received prior to nominees being placed on the official ballot for election.
- 5) The Nominating Committee will meet, review, verify membership status and certify a slate of officers. If only one person is nominated for any of the offices, the Nominating Committee will make an effort to solicit another candidate. The final slate of candidates will be the ballot.
- 6) The Chairperson of the Nominating Committee will announce the slate of nominees and the date the ballots are to be presented to the Board.
- 7) The Nominating Committee will direct the preparation of the electronic ballots that will be developed for the secured Votenet website.
- 8) Ballots and candidate resumes will be available on a secure link of the Votenet website. Board members shall be notified of the due date for electronic ballots submissions.
- 9) Representatives of the Nominating Committee will convene in order to determine the results of the election. The candidate for each office with the highest number of votes will be declared the elected officer.

- 10) The Nominating Committee will announce the results of the election to the Board of Directors during the regularly scheduled meeting. The list of elected officers will be included in the written Committee report.
- 11) The Nominating Committee will review the Transition Procedures with the Board.
- 12) The electronic election summary report, nomination forms, resumes, and letters of financial support shall be submitted to the GHSA Executive Officer to be retained as a permanent Association record with the minutes.