

Voting Procedure for 2024 Election

The system and policies to be used for the conduct of the vote shall be adopted by a two-thirds (2/3) vote of the **Board of Directors**.

REVIEW OF NOMINATING PROCESS

Nominating Committee Chair: Gloria Long Alternate Chair: Ann Berasley

Members: Betsy Calabro, Cheryl Fuller, Cheri Butler, Stephanie Jones (**District Representatives**)

The **AAUW Texas Nomination Packet** and **AAUW Texas Job Descriptions** are posted on the AAUW Texas website as of late April, 2023.

Nominations are now open to nominate candidates to serve on the 2024-2026 AAUW Texas Board of Directors. Notification requesting submission of nominations has been provided via lead article in April 2023 *UWT* and a letter has been sent to each branch president.

To ensure the best possible candidates are nominated, members are asked to look around their branch to identify members qualified to serve on AAUW Texas Board of Directors. It is especially requested that all members of the **AAUW Texas Board of Directors** look for potential candidates and promote this within their respective branches.

The deadline for submission of nominations to the Nominating Committee is September 9, 2023. The **Nominating Committee Chair** shall submit the committee report and slate of nominees to the **AAUW Texas Board of Directors** no later than October 9, 2023 (five months before the voting period to elect the candidates begins).

COMMUNICATION: (Consistent Subject Line)

Emails related to the AAUW Texas nomination, election and voting will begin with the subject line of “**AAUW Texas.**”

VOTING PERIOD

Voting will be conducted prior to and results announced at the AAUW Texas Convention to be held Saturday, April 6, 2024. Notice of all state designated business shall be sent to the voting body at least thirty (30) days before the voting period begins. Voting Period is March 9, 2024 (Saturday) – March 23, 2024 (Saturday).

VOTING BODY: ONE MEMBER ONE VOTE

The voting body for state-designated business shall consist of all members of AAUW Texas. Five percent of the voting body entitled to vote constitutes a quorum, approximately 70 members voting.

The vote shall be conducted under the supervision of the **Board Secretary**. If the AAUW Texas Secretary is a nominee for a contested election for an AAUW Texas office or district representative, or is otherwise unable to serve, the **AAUW Texas president** shall appoint an Elections Judge to supervise the voting on all business scheduled for the designated meeting.

Since ballots will be distributed via email*, it is important that member email addresses be correct. AAUW's Community Hub is the source of email addresses passed to Constant Contact for distribution. The process to correct bounced back emails addresses has already begun and will continue for the next year. The **branch Finance Officers** have been contacted with requests to update bounced emails for their branch members. Individual members as well as the **branch Presidents** and the **branch Membership VPs** have access to update member information in Community Hub and will be asked to make these corrections as well as to delete deceased members.

*Currently 40 members of AAUW Texas have no email address listed in Community Hub. No later than February 1, 2024, the [state Finance Officer](#) will pull the USPS addresses for these members and provide them to the [state Secretary](#) to address envelopes and mail ballots to these members. An unstamped self-addressed envelope will be included to return the ballot to the [state Secretary](#).

ADVANCE NOTICE

Like the advance notice recently provided to AAUW members alerting them to watch for an upcoming email to receive ballot, an advance notice will be included in the *UWT* article. The *UWT* will be mailed to all members not having an email address in order that they are also receiving this same advance notice as the email members. Alert members to watch for any emails arriving in inbox from **AAUW Texas** and open to receive ballot for voting. Include in the article what to do if you do not receive your ballot (see below). *UWT* article should note that **ONLY** members without an email address will receive a paper ballot UNLESS they specifically request one from the [state Secretary](#).

NOTICE: UWT PUBLICATION REQUIRED TO MEET THIS DEADLINE

No later than February 8, 2024: Notice of all state designated business shall be sent to the voting body at least thirty (30) days before the voting period begins. (This February issue should also be sent by USPS to the 40 non-email members.) State designated business typically includes the election of AAUW Texas elected officers and district representatives (defined in Bylaws Article XI., Section 1.a.), amending the bylaws (if any), and voting on resolutions (if any). Notice will include the quorum requirement. Voting will be open March 9-23, 2024. The ending period for voting is 11:59 PM on March 23, 2024.

BALLOT – Creation and Distribution

The ballot for voting by both email and USPS will be created like the ballot format used in 2022.

Distribution of Ballots

- a) By email on Saturday, March 9, 2024: [Gloria Long](#) will distribute via Constant Contact; must contain March 23, 2024, as deadline for voting.
- b) By USPS: mailed by the [state Secretary](#) no later than March 6, 2024, to ensure they are received by the opening date (March 9, 2024) of the voting period. Returned ballots must be postmarked no later than March 23, 2024.

What to do if you do not receive your ballot?

- your email address may be incorrect or missing from AAUW's Community Hub
- look in SPAM
- contact Gloria Long (aauwtx@gmail.com) as she is the person who sent the ballot and can see if it was sent successfully or bounced back.

INTERMEDIATE REMINDER

A reminder message will be written at the same time as the ballot and scheduled to be emailed on a specific date.

BALLOT TABULATION AND REPORTING

The vote is tabulated by the Constant Contact program to which Gloria Long has access. [Gloria Long](#) will provide the vote count received from Constant Contact to the [state Secretary](#) (or Elections Judge). The [state Secretary](#) (or Elections Judge) will add these votes to the votes received from the mail-in ballots (those without email addresses) and report the results to the [state President](#). The results will be announced at the AAUW Texas Convention held Saturday, April 6, 2024.