

CALL FOR NOMINATIONS

The below message is a sample call for nominations email. Your chapter should send this email message to all your chapter members. Information obtained from your nominations process will assist with creating your official chapter elections ballot.

[NAME OF CHAPTER]

Nomination process for the [YEAR] Elections has begun! The nomination process will remain open from [START DATE] through [END DATE AND TIME].

The following positions are up for election:

[POSITION 1] - [DESCRIPTION]

[POSITION 2] - [DESCRIPTION]

[POSITION 3] - [DESCRIPTION]

All positions listed are one-year terms. All [CHAPTER NAME] members in-good-standing are eligible to run for office. If you are interested in running for office, please submit your nomination by [INSERT VOTING DEADLINE AND ANY PERTINENT INSTRUCTIONS].

Contact Us

If you have any questions, please email [CONTACT NAME] at [EMAIL ADDRESS].

CHAPTER ELECTIONS BALLOT

Once you have collected candidates from the call for nominations, you will then need to obtain additional information to create your ballot. If ACRP will be handling your ballots, your chapter will need to send the below information to ACRP:

- Candidate name,
- Brief bio (3-5 sentences)
- Position running for
 - *and if there is a write-in option*

Once all this information is gathered, email chapters@acrpnet.org for an online elections ballot to be created. ACRP will create the ballot and email it to your chapter membership. Please include the date the ballot should be sent and the date it should be closed. Your chapter will receive the results once the ballot ends.

If you have any questions, please contact Casandra Merkel, Senior Specialist, Member Engagement, at casandra.merkel@acrpnet.org.