

# OFFICER ELECTION RESOURCES

## TABLE OF CONTENTS

- Executive Board Election Timeline ..... 2
- Selecting the Nominating Committee ..... 3
- Academic Class Meeting Process Overview ..... 5
- Academic Class Meeting Worksheet ..... 7
- Election Call for Concerns ..... 9
- Selecting the Executive Board.....11
- Nominating Committee Report .....15
- Script for Calling Candidates Not Slated .....18
- Posting the Slate to OurHouse Template .....19
- Officer Election Procedure Guide ..... 20



# 2024 EXECUTIVE BOARD ELECTION TIMELINE

## **FRIDAY, AUGUST 23**

- Election timeline and resources sent to archons and CKAs
- Certified to Lead course opens on Rise for interested applicants

## **FRIDAY, AUGUST 30**

- Archon to complete form with election timeline

## **SATURDAY, SEPTEMBER 7 – FRIDAY, SEPTEMBER 13**

- Academic classes meet during chapter to select recommendations for nominating committee members
- Archon and CKA meet to finalize nominating committee
- Archon adds nominating committee members on Phi Sigma Sigma website (Officers > Committee Updates)
- Executive board applications open on Monday, September 9

## **MONDAY, SEPTEMBER 16**

- Earliest executive board applications can close

## **TUESDAY, SEPTEMBER 17 – FRIDAY, SEPTEMBER 27**

- Prior to nominating committee meeting:
  - Nominating committee completes “Certified to Slate” course on Rise
  - Nominating committee chairman sends list of applicants to chapter
  - MAL hosts standards board meeting for election call for concerns
  - CKA corresponds with required officers to fill out the Candidate Verification Form
  - Nominating committee chairman sends completed applications to nominating committee members
- Nominating committee meets to select slated officers

## **SUNDAY, SEPTEMBER 22 – SUNDAY, OCTOBER 6**

- Vote held during chapter meeting
- The slate must be sent to chapter 24 hours before chapter meeting
- The chapter must have quorum at the meeting

## **MONDAY, SEPTEMBER 23 – SUNDAY, OCTOBER 13**

- For housed chapters, newly elected executive board sign housing contract (immediately after elections)
- Newly elected executive board is invited to an executive board meeting to discuss the transition period
  - This should be held within one week of elections



# SELECTING THE NOMINATING COMMITTEE

## PURPOSE

The nominating committee discusses the candidates for office; this saves the membership a lot of time and effort, while also allowing a thorough review of candidates and their qualifications. Nominating committee members will discuss candidate choices and qualifications. They then make recommendations for the best candidate for each executive board position.

The chapter charges the nominating committee with being fair and transparent while at the same time incorporating the values of Phi Sigma Sigma. They shall act in such a manner that inspires trust and confidence in the process.

## MEMBERS OF THE COMMITTEE

- Archon (ex-officio member)
- Chapter key advisor or HQ staff member (ex-officio member)
- Two (2) members of the senior class
- Two (2) members of the junior class
- Two (2) members of the sophomore class
- Two (2) members of the freshmen class

*For chapters under 40 members, the nominating committee shall be comprised of one member from each academic class year.*

If your chapter does not have freshmen, the nominating committee will not have freshmen representatives and the committee will be comprised of 6 members (for chapters 40 or under, the committee will be comprised of 3 members).

## SELECTING THE COMMITTEE MEMBERS

Refer to Article VI, Section 6 of your chapter's local constitution regarding selecting the nominating committee:

*The nominating committee shall be comprised of two (2) members of each academic class year represented in the chapter. (For chapters under 40 members, substitute: The nominating committee shall be comprised of one (1) member of each academic class year.) This committee shall be appointed at the beginning of the fall term, by the chapter archon and chapter key advisor. The chapter archon and the chapter key advisor shall be ex-officio non-voting members of this committee. The nominating committee will review applications for executive board and recommend a slate comprised of a candidate qualified for each position.*

Candidates for the nominating committee shall be determined by their respective classes. During a chapter meeting, each academic class represented in the chapter shall convene to select four (4) potential nominating committee members to represent their



# SELECTING THE NOMINATING COMMITTEE

class. Each class shall present their recommendations to the archon and CKA, who will finalize the committee.

For chapters with mid- to late-September or October bid dates, select the potential nominating committee members for upperclassmen at a chapter meeting prior to recruitment, if possible. Then select the potential nominating committee members for the freshmen class at the first new member meeting following bid day.

*For chapters under 40 members, each class shall select two (2) potential nominating committee members per academic class.*

## **COMMON MISCONCEPTIONS**

- The nominating committee should not be a secret.

## **COMMITTEE RESOURCES**

The nominating committee needs the following documents to prepare the slate:

- Constitution: Article V – Government – Officers and Executive Board
- Constitution: Article IV – Executive Board Nominations and Elections
- Job description for each executive board officer
- Executive board applications
- Completed Candidate Verification Form
- Selecting the Executive Board resource and worksheet
- Script for calling candidates who are not slated
- Nominating Committee Report Worksheet



# ACADEMIC CLASS MEETING PROCESS

Candidates for the nominating committee shall be determined by their respective classes. During a chapter meeting, each academic class represented in the chapter shall convene to select four (4) potential nominating committee members to represent their class. Each class shall present their recommendations to the archon and CKA, who will finalize the committee.

*For chapters under 40 members, each class shall select two (2) potential nominating committee members per academic class.*

**Step 1:** Chairman reads aloud the role of the nominating committee to the chapter.

*“Nominating committee members will discuss applicants and their qualifications. They then make recommendations for the best candidate for each executive board position. The nominating committee is expected to be fair and transparent, while at the same time incorporating the values of Phi Sigma Sigma into their decision making. They shall act in such a manner that inspires trust and confidence in the process.”*

Chairman reads aloud the requirements for serving on the nominating committee to the group:

- *“Members who are running for executive board are not eligible.”*
- *“Members who are suspended are not eligible.”*

**Step 2:** Chairman dismisses all members to meet with their academic class groups. This should take place live, in-person. Groups can each pick a corner of the room to gather in.

**Step 3:** Each group will open the floor for nominations or self-nominations for who they think will represent their group as the role requires.

- Allow each nominee to accept or decline the nomination.
- Allow as many nominations as the group wants.
- If someone is nominated who is not in attendance (due to a preapproved excuse) they may accept or decline a nomination electronically.

As needed, narrow the nominations down to four (4) candidates.

*Option 1:* Discuss among the group and decide using an elimination process, where nominees withdraw themselves. If members of the academic class feel they need more information, they may ask each candidate to provide a brief verbal explanation of why they want to be on the nominating committee

*Option 2:* Determine the final candidates through a group vote. If members of the academic class feel they need more information, they may ask each candidate to



# ACADEMIC CLASS MEETING PROCESS

provide a brief verbal explanation of why they want to be on the nominating committee.

- i. For each candidate you will vote by show of hand.
- ii. Each member of the academic class may cast their vote for four (4) different candidates.
  - a. Names should be read in alphabetical order by last name.
  - b. Candidates can vote, and they may vote for themselves.
- iii. To be confirmed as a finalist, a candidate must obtain a majority vote.
  - a. For example, if 40 people are voting, any candidate receiving 21 or more votes is confirmed.
  - b. If more than four (4) candidates receive a majority vote, those receiving the highest number of votes are confirmed.
  - c. If less than four (4) candidates receive a majority vote, the group will vote again on the remaining, unconfirmed candidates.
- iv. The confirmed candidates are locked in and removed from the list of candidates for the next vote.
- v. In the next vote, members may cast their vote for as many candidates as there are unconfirmed spots. Candidates receiving the most votes are confirmed into the remaining spots.

Repeat until the required number of confirmed candidates has been reached. Record the group's selections and submit them to the archon and chapter key advisor.



# ACADEMIC CLASS MEETING WORKSHEET

## STEP 1

Ask the group for nominations or self-nominations. Each nominee should accept or decline the opportunity. Allow as many nominations as the group wants.

Nominees:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## STEP 2

If necessary, narrow down the nominations to the required number of candidates.

*Option 1:* Discuss among the group and eliminate nominees through self-withdraw. If the group feels they need more information, they may ask each candidate to provide a brief verbal explanation of why they want to be on the nominating committee.

*Option 2:* Determine the final candidates through a group vote. (see next page)

Discussion Notes:

---

---

---

---

---

## FINAL SELECTION

The \_\_\_\_\_ class would like the following members of our class to be considered for the chapter's nominating committee:

_____	_____
_____	_____



# ACADEMIC CLASS MEETING WORKSHEET

## VOTING TO DETERMINE FINAL SELECTIONS

**Step 1:** Call for a vote

A vote will be taken by show of hand. Each member of the academic class may cast their vote for as many candidates as there are spots.

- Names should be read in alphabetical order by last name.
- Candidates can vote, and may vote for themselves.

**Step 2:** Confirm final selections

A candidate must obtain a majority vote to be confirmed.

- For example, if 40 people are voting, any candidate receiving 21 or more votes is confirmed.
  - If more than four (4) candidates receive a majority vote, those receiving the highest number of votes are confirmed.
  - If less than four (4) candidates receive a majority vote, the group will vote again on the remaining, unconfirmed candidates.

The confirmed candidates are removed from the list of candidates for the next vote. In the next vote, members may cast their vote for as many candidates as unconfirmed spots. Candidates receiving the most votes are confirmed into the remaining spots.





# ELECTIONS CALL FOR CONCERNS

Before the nominating committee meets, the chapter will be provided with the list of executive board candidates.

In the days leading up to the nominating committee meeting, the MAL (on behalf of the standards board) will announce and invite any member of the chapter to engage the board with relevant concerns related to the character and eligibility of any person being considered for executive board.

Should a member of the standards board be a candidate or selected member of the nominating committee they shall recuse themselves.

## **STANDARDS BOARD MEETING**

Members that wish to express concerns will be required to attend a standards board meeting and present information to the board per the guidelines below:

- Concerns should be detailed and directly related to eligibility or documented behavior that speaks to the candidate's character.
- Evidence or supporting documentation is permitted and encouraged where applicable. Chapters are not permitted to substitute the standards board meeting for an automated or electronic submission process.

## **DELIBERATION & VERIFICATION FORM**

Once presented with information, the standards board may choose to ask the reporting member follow-up questions to gather additional context. After dismissing the reporting member, the board may deliberate in a closed session to determine their recommendations.

If the board needs to conduct additional inquiries or fact findings, they may do so and reconvene to come to a final decision. This includes speaking to the candidate directly.

A record of submitted concerns will be kept in the standard board minutes and submitted on the Phi Sigma Sigma website.

## **CANDIDATE VERIFICATION FORM SUBMISSION**

Following the standards board's deliberations, the MAL will work with the CKA to collect their findings on the Candidate Verification Form. The verification form will include the following three options:

- No concerns brought forward
- No finding (concerns were brought forward, but the standards board does not believe they will impact the candidate's ability to hold a position)



# ELECTIONS CALL FOR CONCERNS

- Do not recommend; due to the nature of the concern (concerns were brought forward, and the standards board believes they will impact the candidate's ability to hold a position)

The verification form will be presented to the nominating committee at the beginning of their meeting.

The nominating committee has the final say on whether a candidate is placed on the slate.



# SELECTING THE EXECUTIVE BOARD

**IMPORTANT:** The nominating committee should operate in strict confidence. There should be no leaks of what they've discussed or what nominations will come out of the committee meeting. The committee should also treat personal information in applications and on the Candidate Verification Form as confidential.

## VERIFYING ELIGIBLE CANDIDATES

The chapter key advisor/approved advisor or chapter coach shall coordinate the verification of all candidates' eligibility for executive board prior to the meeting using the [Candidate Verification Form](#). The CKA/advisor or chapter coach should be the only person with access to this form. She shall work with the required officers included in the list below to complete the form in confidence.

The following must be confirmed:

- Cumulative GPA meets the requirement set in the local constitution (CKA or Academic Achievement Chairman)
- Graduation date (Nominating Committee Chairman)
- Financial good standing (Bursar)
- Willing to live in chapter house for the next academic year (if applicable) (Nominating Committee Chairman)
- Disciplinary good standing (MAL)
- Standards board recommendation (MAL)
- Archon recommendation (only for candidates on the current executive board)
- Vice archon recommendation (only for candidate on the current executive council)
- Available to attend convention (Nominating Committee Chairman)

Any candidate that does not meet all requirements should be removed from consideration.

Prior to the meeting, the standards board shall conduct a call for concerns meeting regarding the executive board applicants. The standards board shall collect information and give their recommendation to the nominating committee through the Candidate Verification Form. The archon and vice archon will also provide their recommendation for candidates who currently serve on the executive board or executive council, respectively. The nominating committee chairman shall present these recommendations at the start of the nominating committee meeting. The nominating committee has the final say on whether a candidate is slated.

## REVIEWING THE APPLICATIONS

Before their meeting, nominating committee members should review all candidate applications. It is recommended that the nominating committee members are provided all completed applications at least 24 hours prior to the scheduled meeting.

Applications should not be made anonymous.



# SELECTING THE EXECUTIVE BOARD

## CREATING THE SLATE OF CANDIDATES

Committee members should meet in a secluded, quiet area where interruptions are not expected. This meeting will take place the week prior to the vote.

Committee members will individually present their first and second choice for each position by completing the Nominating Committee Proposed Positions Worksheet in preferred order. This list will be used by the committee members during discussion.

It is important that the nominating committee review the slate in its entirety to see how the members will work as a cohesive unit, keeping in mind that the executive board is not just one person but a team.

During the meeting, the committee will first select the candidate for archon. Each member should provide input on the best candidate for this position. The chairman (archon) and chapter key advisor have no voice during this discussion; they provide information on the process. Any positive or negative information must be addressed. The nominating committee reserves the right to contact any potential candidate for further information. After all discussion, the chairman (archon) will take a vote of members. The chairman (archon) has no vote. Once a majority is reached, the candidate will be slated for that position.

There may be cases where in discussion the committee may choose to slate someone who did not express interest for the particular position. Should that occur, it is possible that the candidate will decline the nomination. The committee should prepare a second choice so that the process does not stall.

The other positions, as listed in the constitution, shall then be slated. The procedure is the same as listed above.

After the slate of candidates is complete, the archon will contact all slated candidates to find out if they are willing to serve in the office for which they are slated. They are contacted in the order listed in the constitution.

After all members on the slate have accepted their nomination, the archon then calls candidates that were not slated. Sample scripts for calling slated and non-slated candidates can be found on the website under the archon resources.

The slate will then be posted to OurHouse by the archon or CKA to the chapter for review 24 hours prior the chapter meeting.

The nominating committee shall prepare their full report using the Nominating Committee Report Worksheet. **The nominating committee chairman should work to fill in this worksheet during the nominating committee meeting. After all candidates have accepted their slated positions, the nominating committee chairman shall read the**



# SELECTING THE EXECUTIVE BOARD

report out loud to the committee for their approval. This report is to be presented to the chapter during the chapter meeting when the vote occurs.



# SELECTING THE EXECUTIVE BOARD

**ARCHON:**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**VICE ARCHON:**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**BURSAR:**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**SECRETARY:**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**MEMBER-AT-LARGE:**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**MEMBERSHIP RECRUITMENT CHAIRMAN:**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**SISTER DEVELOPMENT CHAIRMAN:**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**PAHELLENIC DELEGATE:**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**RISK MANAGEMENT CHAIRMAN:**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**PHILANTHROPY & SERVICE CHAIRMAN:**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**DIVERSITY, EQUITY & INCLUSION CHAIRMAN:**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**ACADEMIC ACHIEVEMENT CHAIRMAN:**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**HOUSE MANAGER:**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**NOTES**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# NOMINATING COMMITTEE REPORT

During old business, a member of the nominating committee will read the following report. For each position, the nominating committee must present a rationale for the candidates they have slated. The rationale should consist of character traits, skills or past experiences of the candidate that lend themselves to the position they are slated for. For example:

- The nominating committee recommends Fay for the role of archon because she is organized, communicative and personable.
- The nominating committee recommends Estelle for the role of philanthropy chairman because her experience as sisterhood chairman demonstrates her ability to plan successful, large-scale events.

To help save time during the nominating committee meeting, the chairman should fill out this worksheet as the meeting progresses. After calls have been made and members have accepted their slated positions, the chairman should present the report to the committee members for their approval.

*“Madam Archon, I’m presenting the report and slated officers on behalf of the nominating committee. As required by our constitution, the slate was prepared from nominations submitted by the membership. The deliberations of the committee in preparing the slate were thorough and candid. The qualifications of each nominee were evaluated giving full consideration to experience and skills as well as time commitment.*

*Each candidate has agreed to serve in the office specified. The nominating committee submits the following nominations:*

ARCHON: [NAME] \_\_\_\_\_

- The archon leads and delegates to the executive board. They preside over all chapter meetings. They regularly meet/communicate with Headquarters and university personnel. The nominating committee recommends \_\_\_\_\_ for the role of archon because:

---

---

VICE ARCHON: [NAME] \_\_\_\_\_

- The vice archon is the second in command, performing the duties of the archon in their absence. They chair all executive board and executive council meetings. They oversee the executive council chairman and serve as a liaison to obtain approvals. The nominating committee recommends \_\_\_\_\_ for the role of vice archon because:

---

---



# NOMINATING COMMITTEE REPORT

BURSAR: [NAME] \_\_\_\_\_

- The bursar is the chapter’s treasurer. They keep an accurate record of money received and expended by the chapter. The nominating committee recommends \_\_\_\_\_ for the role of bursar because:  
\_\_\_\_\_  
\_\_\_\_\_

SECRETARY: [NAME] \_\_\_\_\_

- The secretary is responsible for internal communications and correspondence. They keep records of chapter meetings and attendance. The nominating committee recommends \_\_\_\_\_ for the role of secretary because:  
\_\_\_\_\_  
\_\_\_\_\_

MEMBER-AT-LARGE: [NAME] \_\_\_\_\_

- The member-at-large is chairman of the standards board. They are responsible for maintenance of the chapter’s roster. The nominating committee recommends \_\_\_\_\_ for the role of member-at-large because:  
\_\_\_\_\_  
\_\_\_\_\_

MEMBERSHIP RECRUITMENT CHAIRMAN: [NAME] \_\_\_\_\_

- The membership recruitment chairman oversees all membership recruitment events and is responsible for retention of current members. The nominating committee recommends \_\_\_\_\_ for the role of membership recruitment chairman because:  
\_\_\_\_\_  
\_\_\_\_\_

SISTER DEVELOPMENT CHAIRMAN: [NAME] \_\_\_\_\_

- The sister development chairman plans all events associated with the new members process, Phi Program, sisterhood retreats and team building. The nominating committee recommends [name] for the role of sister development chairman because [rationale].  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PANHELLENIC DELEGATE: [NAME] \_\_\_\_\_

- The Panhellenic delegate represents Phi Sigma Sigma in all Panhellenic council activities. They foster relationships with other campus organizations. The nominating committee recommends \_\_\_\_\_ for the role of Panhellenic delegate because:  
\_\_\_\_\_  
\_\_\_\_\_





# NOMINATING COMMITTEE REPORT

RISK MANAGEMENT CHAIRMAN: [NAME] \_\_\_\_\_

- The risk management chairman educates and enforces Phi Sigma Sigma’s risk management policies and standards. They promote health and safety in members’ daily lives. The nominating committee recommends \_\_\_\_\_ for the role of risk management chairman because:

---

---

PHILANTHROPY CHAIRMAN: [NAME] \_\_\_\_\_

- The philanthropy chairman is responsible for coordinating and promoting opportunities to serve and support their chapter’s communities and causes. The nominating committee recommends [name] for the role of philanthropy chairman because:

---

---

DIVERSITY, EQUITY & INCLUSION CHAIRMAN: [NAME] \_\_\_\_\_

- The diversity, equity & inclusion chairman encourages ongoing member development programming with respect to diversity, equity and inclusion in all functions of programs of the chapter and the daily living of sisters. The nominating committee recommends \_\_\_\_\_ for the role of diversity, equity & inclusion chairman because:

---

---

ACADEMIC ACHIEVEMENT CHAIRMAN: [NAME] \_\_\_\_\_

- The academic achievement chairman oversees each member’s academic support and needs. They implement member development and recognition. The nominating committee recommends [name] for the role of academic achievement chairman because:

---

---

HOUSE MANAGER: [NAME] \_\_\_\_\_

- The house manager promotes the benefits and advantages of living in the house and ensures the house is a positive environment for sisters. The nominating committee recommends \_\_\_\_\_ for the role of house manager because:

---

---

*‘I, [NAME OF NOMINATING COMMITTEE MEMBER], move to vote on the slate in its entirety.’*



# SCRIPT FOR CALLING CANDIDATES NOT SLATED

*Take a moment to look over the following script and be considerate of the candidate's feelings. It is important to sound authentic and use your own words when making this call to each sister who has not slated at this time.*

Hi [NAME OF SISTER]

On behalf of the nominating committee, I would like to thank you for your time, effort and interest in the executive board by providing us with your application and letter of intent. Your commitment to Phi Sigma Sigma shows your leadership skills, which are recognized and greatly appreciated.

Your name is not included on the slate at this time. Please know that your contributions to Phi Sigma Sigma do not go unnoticed and I encourage you to apply for the executive council to continue serving Phi Sigma Sigma with enthusiasm and commitment. Thank you for respecting and understanding our decision. Do you have any questions?

Should you be interested in discussing this any further, please contact the chairman (current archon) of the nominating committee.

*If asked why they were not selected for a position/placed by the nominating committee:*

The work of the nominating committee was not easy nor was it taken lightly by any of the members. We utilized and followed the guidelines that were written for us. We knew that whatever decisions made, some of our sisters would be disappointed. At this time, the committee felt that the members who were chosen were best suited in skill and in the creation of the most compatible team to lead us for the next year.



# POSTING THE SLATE TO OURHOUSE

*Use the below template to share the slate with the chapter on OurHouse.*

Hello Sisters,

On behalf of the nominating committee, below is the 2025 executive board slate. As required by our constitution, the slate was prepared from nominations submitted by the membership. The deliberations of the committee in preparing the slate were thorough and candid. The qualifications of each nominee were evaluated considering experience and skills as well as time commitment.

Each candidate has agreed to serve in the office specified. The 2025 executive board slate is:

ARCHON: [NAME]

VICE ARCHON: [NAME]

BURSAR: [NAME]

SECRETARY: [NAME]

MEMBER-AT-LARGE: [NAME]

MEMBERSHIP RECRUITMENT CHAIRMAN: [NAME]

SISTER DEVELOPMENT CHAIRMAN: [NAME]

PANHELLENIC DELEGATE: [NAME]

RISK MANAGEMENT CHAIRMAN: [NAME]

PHILANTHROPY CHAIRMAN: [NAME]

DIVERSITY, EQUITY & INCLUSION CHAIRMAN: [NAME]

ACADEMIC ACHIEVEMENT CHAIRMAN: [NAME]

HOUSE MANAGER: [NAME]

We will vote on the slate at our chapter meeting on [DATE] at [TIME]. You must be present to vote.

Thank you,  
[NAME]



# OFFICER ELECTION PROCEDURE GUIDE

## PRIOR TO THE CHAPTER MEETING

- **Share the Slate** - The slate should be posted in OurHouse at least 24 hours prior to the chapter meeting vote. Use the template post found in the Certified to Slate course on Rise or on the Phi Sigma Sigma website under Officers > Executive Board Resources > Archon. This is also a good opportunity to remind members that they must be present to be able to vote.
- **Log into OurHouse** - All members must log into OurHouse at least one (1) business day before elections. This way, if something is wrong with their account, OurHouse can fix it.
- **Prepare Nominating Committee Report** - The nominating committee shall prepare their full report using the Nominating Committee Report Worksheet. The nominating committee chairman should work to fill in this worksheet during the nominating committee meeting. After all candidates have accepted their slated positions, the nominating committee chairman shall read the report out loud to the committee for their approval.
- **Prepare Letters of Intent** – Prepare the letters of intent for all candidates. You will need these in the event that the slate does not pass. Print the letters or make sure they are easily accessible.

## DETERMINING QUORUM

Quorum of 2/3 of the voting membership is required to be present to call for the vote. Confirm Quorum in the Meeting:

1. Determine the number of eligible voting members on the chapter's roster.
  - a. This number would include active and new members that are in good financial and judicial standing with the chapter (consult with the MAL and bursar to confirm good standing. Chapter coaches can provide clarification): \_[A]\_
2. Calculate the needed two-thirds of the required membership to confirm quorum. This can be calculated by multiplying (.6666667) and [A]. Number of members required to hold the vote: \_[B]\_
3. Take attendance of those present: \_[C]\_ to ensure that the number present is greater than \_[B]\_.

Quorum calculator: [CLICK HERE](#)

## SETTING UP OURHOUSE

You must use OurHouse to conduct your vote. Any vote conducted through another platform will not be valid.

Setting up an account:

1. Download the app on iPhone or Android
2. Select "3rd Party Login"
3. Click on "Phi Sigma Sigma"



# OFFICER ELECTION PROCEDURE GUIDE

4. You will be redirected to the Phi Sigma Sigma website. Login using your Phi Sigma Sigma username and password.
5. You will be automatically redirected to the OurHouse app and logged into your account.
6. You will then be able to begin using OurHouse.

All polls must be created by the CKA. If your CKA is unavailable to conduct the poll for your chapter's election, please reach out to your chapter coach. Collegians ARE NOT permitted to conduct election polls. If completed by a collegian, the vote will be invalid. Use the web version to create the poll for elections.

Members must vote through the app and cannot use the web version to vote.

ALL polls must be PRIVATE and ANONYMOUS. Any votes missing from the total eligible will be counted as an abstention and go towards the majority.

Create a "group" for all members who are present at the meeting AND eligible to vote. New members are eligible to vote.

## *CREATING A GROUP*

1. Login to the web version of OurHouse.
2. Click "Members" on the top of the screen.
3. Click "Groups"
4. Click "Create Group"
5. Select the members who are present AND eligible to vote.
6. Enter the group name – "Eligible to vote – XX/XX/2024"

## *SETTING UP A PRIVATE & ANONYMOUS POLL*

1. Login to the web version of OurHouse.
2. Click "Polls" on the top of the screen.
3. Click "Create a New Poll"
4. Fill in the fields:
  - a. Poll Name – "XX Chapter Executive Board Slate Fall 2024."
  - b. Click the green down arrow next to "Select Groups" and select the "Eligible to vote – XX/XX/2024" group.
    - i. Deselect the "All Members" group (default) by clicking the "x."
  - c. Start date and time – Set this when you are ready for the poll to go live (last step). If the time is not right on the hour, you will need to manually write in the time.
  - d. Poll reminder notification – it is automatically selected; however, you don't need it for this purpose.
  - e. End date and time – Set this for 2-3 minutes after your poll opens. Members will be voting live after the motion is called at the meeting.
  - f. Anonymous Poll – Make sure this is selected – IMPORTANT.
  - g. Private Poll - Make sure this is selected – IMPORTANT.
  - h. Topic/Question – "I vote to approve the slate."
  - i. Options



# OFFICER ELECTION PROCEDURE GUIDE

- i. Option 1: Yes
- ii. Option 2: No
- j. Make sure that your start and end times are accurate and then click “Save Poll.”

## **PRESENTING THE SLATE**

During old business, a member of the nominating committee presents the slate. She should be selected during the nominating committee meeting by the other members of the committee to provide the report and slate of the committee to the chapter. She will read the following:

*“Madam Archon, I’m presenting the report and slated officers on behalf of the nominating committee. As required by our constitution, the slate was prepared from nominations submitted by the membership. The deliberations of the committee in preparing the slate were thorough and candid. The qualifications of each nominee were evaluated giving full consideration to experience and skills as well as time commitment.*

*Each candidate has agreed to serve in the office specified. The nominating committee submits the following nominations:*

ARCHON: [NAME]

- The archon leads and delegates to the executive board. They preside over all chapter meetings. They regularly meet/communicate with Headquarters and university personnel. The nominating committee recommends [name] for the role of archon because [rationale].

VICE ARCHON: [NAME]

- The vice archon is the second in command, performing the duties of the archon in their absence. They chair all executive board and executive council meetings. They oversee the executive council chairman and serve as a liaison to obtain approvals. The nominating committee recommends [name] for the role of vice archon because [rationale].

BURSAR: [NAME]

- The bursar is the chapter’s treasurer. They keep an accurate record of money received and expended by the chapter. The nominating committee recommends [name] for the role of bursar because [rationale].

SECRETARY: [NAME]

- The secretary is responsible for internal communications and correspondence. They keep records of chapter meetings and attendance. The nominating committee recommends [name] for the role of secretary because [rationale].



# OFFICER ELECTION PROCEDURE GUIDE

## MEMBER-AT-LARGE: [NAME]

- The member-at-large is chairman of the standards board. They are responsible for maintenance of the chapter's roster. The nominating committee recommends [name] for the role of member-at-large because [rationale].

## MEMBERSHIP RECRUITMENT CHAIRMAN: [NAME]

- The membership recruitment chairman oversees all membership recruitment events and is responsible for retention of current members. The nominating committee recommends [name] for the role of membership recruitment chairman because [rationale].

## SISTER DEVELOPMENT CHAIRMAN: [NAME]

- The sister development chairman plans all events associated with the new members process, Phi Program, sisterhood retreats and team building. The nominating committee recommends [name] for the role of sister development chairman because [rationale].

## PANHELLENIC DELEGATE: [NAME]

- The Panhellenic delegate represents Phi Sigma Sigma in all Panhellenic council activities. They foster relationships with other campus organizations. The nominating committee recommends [name] for the role of Panhellenic delegate because [rationale].

## RISK MANAGEMENT CHAIRMAN: [NAME]

- The risk management chairman educates and enforces Phi Sigma Sigma's risk management policies and standards. They promote health and safety in members' daily lives. The nominating committee recommends [name] for the role of risk management chairman because [rationale].

## PHILANTHROPY CHAIRMAN: [NAME]

- The philanthropy chairman is responsible for coordinating and promoting opportunities to serve and support their chapter's communities and causes. The nominating committee recommends [name] for the role of philanthropy chairman because [rationale].

## DIVERSITY, EQUITY & INCLUSION CHAIRMAN: [NAME]

- The diversity, equity & inclusion chairman encourages ongoing member development programming with respect to diversity, equity and inclusion in all functions of programs of the chapter and the daily living of sisters. The nominating committee recommends [name] for the role of diversity, equity & inclusion Chairman because [rationale].

## ACADEMIC ACHIEVEMENT CHAIRMAN: [NAME]

- The academic achievement chairman oversees each member's academic support and needs. They implement member development and recognition. The



# OFFICER ELECTION PROCEDURE GUIDE

nominating committee recommends [name] for the role of academic achievement chairman because [rationale].

HOUSE MANAGER: [NAME]

- The house manager promotes the benefits and advantages of living in the house and ensures the house is a positive environment for sisters. The nominating committee recommends [name] for the role of house manager because [rationale].

*‘I, [NAME OF NOMINATING COMMITTEE MEMBER], move to vote on the slate in its entirety.’*

## VOTING ON THE SLATE

Confirm that you have enough members in attendance to meet quorum. If you do not, do NOT proceed with voting. If you have met quorum, proceed with the instructions below:

During new business the vice archon will move to vote on the slate.

Vice Archon: *“I move to vote on the Executive Board Slate.”*

The archon will call for a second.

Once seconded, the vote will proceed. A simple majority vote (>50%) at a meeting where a quorum is present is required to pass the slate.

All eligible members will submit their ballot on OurHouse. The chapter will vote yes, in favor of the slated candidates in its entirety, or no, against the slated candidates in its entirety. A simple majority vote (>50%) is required to pass the slate.

**Note: A slate of candidates is the entire proposed board provided by the nominating committee.**

*TO VOTE ON THE SLATE, MEMBERS SHOULD:*

1. Login to the OurHouse app.
2. Click “menu” in the bottom right-hand corner.
3. Click “polls.”
4. When the poll is open, they will see the poll and the status will say “Open.”
5. Members should click on the poll and select their answer.

Members will not be able to resubmit their vote, so it is very important that they read the options carefully. If they try to go back to the poll and resubmit, they will receive a pop-up message saying that only the poll creator can view the results.

*TO VIEW THE RESULTS OF THE POLL:*





# OFFICER ELECTION PROCEDURE GUIDE

1. Go back to the “Poll List” tab.
2. Click the “view/edit” button.
3. You can see the results in real time while the poll is open by refreshing the page or wait until the poll has closed.

Please be sure to screenshot the results of the poll(s). You will need to include this in the chapter minutes for them to be approved.

When the votes are all counted, the archon or presiding officer states:

*“### ballots were cast. A majority to adopt is ##. The affirmative has it, the slate is adopted. Congratulations to our newly elected officers!”*

## **IN THE EVENT THAT THE SLATE DOES NOT PASS**

If the slate does not pass, each position will be voted on individually. The archon or nominating committee chairman will read the “letter of intent” response from the candidate’s application prior to conducting the vote for that position. The nominating committee chairman should have these prepared prior to the chapter meeting.

### *HOLDING INDIVIDUAL CONFIRMATION VOTES*

The officers will be confirmed one-by-one in the order in which they are outlined in the chapter’s constitution.

1. Create the poll in OurHouse (see below - this may take a couple of minutes).
2. The chapter will vote on the slated candidate.
3. If she receives greater than 50% of the vote, you will announce it to the chapter.
4. If she does not receive 50% of the vote, you will announce it to the chapter, and revisit when you use the below procedure to consider additional candidates.
5. Move on to the next role to confirm that candidate.
6. Conduct all individual confirmation votes before addressing any failed position votes.

Setting up a poll for voting on each position individually:

1. Click “Create a New Poll”
2. Fill in the fields:
  - a. Poll Name – “XX Chapter Executive Board Vote – (position)”.
    - i. Change poll name for each position vote.
  - b. Click the green down arrow next to “Select Groups” and select the “Eligible to vote – XX/XX/2024” group.
    - i. Deselect the “All Members” group (default) by clicking the “x”
  - c. Start date and time – Set this when you are ready for the poll to go live (last step). If the time is not right on the hour, you will need to manually write in the time.
  - d. Poll reminder notification – it is automatically selected; however, you don’t need it for this purpose.



# OFFICER ELECTION PROCEDURE GUIDE

- e. End date and time – Set this for 2-3 minutes after your poll opens. Members will be voting live after the motion is called during the meeting.
- f. Anonymous Poll – Make sure this is selected – IMPORTANT.
- g. Private Poll - Make sure this is selected – IMPORTANT.
- h. Topic/Question – “I vote to approve (slated candidate’s name) as (position).”
- i. Options
  - i. Option 1: Yes
  - ii. Option 2: No
- j. Make sure that your start and end times are accurate and then click “Save Poll.”

## *CALLING FOR CANDIDATES FOR FAILED CONFIRMATIONS*

Following all of the confirmation votes you will host a call for alternate candidates for ONLY the failed confirmations.

In the order they were presented, use the below procedures for ONLY the failed confirmations:

1. Open the floor for nominations for the role. "The floor is now open for nominations for the role of [position]. Only those who completed an executive board application prior to the deadline are eligible to be nominated for the position. You may nominate yourself."
2. Confirm with those nominated that they accept the nomination.
3. Read the “statement of intent” response from each candidate’s application.
4. Create the poll in OurHouse (see below - this may take a couple of minutes).
5. Hold the vote. Candidates may vote for themselves.
6. If there are only two candidates running for the position, then the candidate receiving a simple majority vote would be elected to the position.
7. If there are more than two candidates running for the position, votes will be submitted for all candidates. The officer will be elected by simple plurality (i.e., the winner is the candidate with the most votes).

If there are no candidates willing to accept a nomination for a position, the position will remain vacant and the newly elected executive board will fill the vacancy by appointment, once installed.

## *SETTING UP A POLL FOR VOTING ON MORE THAN ONE CANDIDATE*

If a vote for a slated candidate does not pass, other nominees may run for the position. If this happens the poll fields should be filled out as follows:

- a. Poll Name – “XX Chapter Executive Board Vote – (position)”
  - i. Change poll name for each position vote.
- b. Click the green down arrow next to “Select Groups” and select the “Eligible to vote – XX/XX/2024” group.
  - i. Deselect the “All Members” group (default) by clicking the “x”



# OFFICER ELECTION PROCEDURE GUIDE

- c. Start date and time – Set this when you are ready for the poll to go live (last step). If the time is not right on the hour, you will need to manually write in the time.
- d. Poll reminder notification – it is automatically selected; however, you don't really need it for this purpose.
- e. End date and time – Set this for 2-3 minutes after your poll opens. Members will be voting live after the motion is called at the meeting.
- f. Anonymous Poll – Make sure this is selected – IMPORTANT.
- g. Private Poll - Make sure this is selected – IMPORTANT.
- h. Topic/Question – “I vote to elect the member I select below as (position).”
- i. Options
  - i. Option 1: Candidate Name #1
  - ii. Option 2: Candidate Name #2
  - iii. Option 3: Candidate Name #3
  - iv. More options can be added if needed.
- j. Make sure that your start and end times are accurate and then click “Save Poll.”



# 2024 EXECUTIVE BOARD ELECTION TIMELINE

## **FRIDAY, AUGUST 23**

- Election timeline and resources sent to archons and CKAs
- Certified to Lead course opens on Rise for interested applicants

## **FRIDAY, AUGUST 30**

- Archon to complete form with election timeline

## **SATURDAY, SEPTEMBER 7 – FRIDAY, SEPTEMBER 13**

- Academic classes meet during chapter to select recommendations for nominating committee members
- Archon and CKA meet to finalize nominating committee
- Archon adds nominating committee members on Phi Sigma Sigma website (Officers > Committee Updates)
- Executive board applications open on Monday, September 9

## **MONDAY, SEPTEMBER 16**

- Earliest executive board applications can close

## **TUESDAY, SEPTEMBER 17 – FRIDAY, SEPTEMBER 27**

- Prior to nominating committee meeting:
  - Nominating committee completes “Certified to Slate” course on Rise
  - Nominating committee chairman sends list of applicants to chapter
  - MAL hosts standards board meeting for election call for concerns
  - CKA corresponds with required officers to fill out the Candidate Verification Form
  - Nominating committee chairman sends completed applications to nominating committee members
- Nominating committee meets to select slated officers

## **SUNDAY, SEPTEMBER 22 – SUNDAY, OCTOBER 6**

- Vote held during chapter meeting
- The slate must be sent to chapter 24 hours before chapter meeting
- The chapter must have quorum at the meeting

## **MONDAY, SEPTEMBER 23 – SUNDAY, OCTOBER 13**

- For housed chapters, newly elected executive board sign housing contract (immediately after elections)
- Newly elected executive board is invited to an executive board meeting to discuss the transition period
  - This should be held within one week of elections

