

# *Tennessee State University National Alumni Association*

## MEMORANDUM

TO: Ms. Joni McReynolds, President  
Ms. Janet Merriweather, Executive Secretary

FROM: Mr. Jewel Jordan, Appointed National Nominating Chair

Date: December 26, 2017

Subject: 2018 Nominating and Election Schedule

According to the constitution, every two years, officers and chairpersons are elected for the national chapter. Also, according to Article 5, Sections 1 and 2 respectively of the National Constitution, there are 7 positions that must be filled. They are:

### Officers

1. President
2. Vice President
3. Recording Secretary
4. Treasurer

### Chairpersons

1. Program
2. Nominating
3. Membership

All nominees must meet the following criteria to run for these positions according to Article 4, Section 4:

1. Be a regular member in good standing with the Local or Affinity chapter, Regional and National chapter
2. Have attended at least 1 of the last 2 Regional/Affinity cluster meetings and at least 1 of the last 2 conventions
3. The nominee for the Presidential position must have served at least one term on the Executive Board and be a bonafide member of the Local Chapter and Regional/Affinity cluster where there is a defined dues structure, within the area in which he/she resides

Nominating Time Frames are as follows:

Chapter Presidents asked to email all of their chapter members email addresses to the Executive Secretary. Chapter Presidents asked to email all of their chapter members email addresses to the Executive Secretary.

- January 1, 2018 through January 31, 2018 - Nomination process open for all positions.

- January 31, 2018 11:59 p.m. - Nominations will be closed.
- February 5, 2018 – Candidates names and biographies will be forwarded to the National Office and the Editor our National Publication Magazine for release to the membership body (or public release).
- February 29, 2018 – Profiles of the candidates should be available online. An email will be sent to all chapter presidents with the online site information for chapter members to review. Also the same profile information will be mailed to Chapter Presidents who do not have email address.
- April 4, 2018 through April 8, 2018 – Executive Secretary provides by email the TSU National Membership Email roster to Balloteer Election Company.
- April 12, 2018 through April 15, 2018 – Balloteer Election Company makes email contact with membership with voting procedures.
- April 12, 2018 through April 15, 2018 – Ballots will be mailed from the TSU National Alumni Office to members who do not have email addresses with voting instructions procedures.
- April 18, 2018 through April 24, 2018 – On-line voting window will be open. Also voting for members who do not have email address will be open.
- April 25, 2018 – On-line voting window will be closed.
- April 25, 2018 – Mailed paper ballot window will be closed. Paper ballots postmarked after this date will be ineligible for voting.
- April 26 through April 28, 2018 – Mailed ballots will be removed from the TSUNAA mail box and placed unsealed in a larger sealed envelope to be transported to the National Convention to be certified and counted. Committee,
- April 26, 2018 – On-line ballot results will be tallied by the Balloteer Election Company.
- April 28, 2018 – The results of the on-line tallied ballots received by certified mail and transported with unbroken seal to the National Convention where the combined ballots will be tallied and in accordance with the National Convention program agenda the election results will be announced.