

ACDA Election Information

The ACDA national office staff in Oklahoma City is pleased to assist with your election. This sheet will provide general information about election procedures.

Required Information:

1. Two candidates to run for office ([Bylaws Article XV, Section 8](#)).
2. Biography for each candidate in Word or Google Doc (not a PDF, please), along with a statement reflecting the candidate's goals and objectives. Each bio and statement should be around the same length for each candidate. No more than 1000 words.
3. A recent photo/headshot of each candidate submitted by email (separate JPEG preferred – please **do not embed** in Word document).
4. Please confirm that candidates have current Active, Retired, Life, or Paying Life membership in ACDA. They must maintain that membership throughout their candidacy and term.

General Timeline and Information:

1. Election procedures required for state, region, and national elections are outlined in the [ACDA Constitution and Bylaws](#), Article XV. (<https://acda.org/bylaws>) According to the bylaws:
 - a. Election of the regional and state president-elect shall be completed **before February 1 of the year they will take office**, with that officer assuming her/his post on July 1 of that year.
 - b. A committee that includes at least two of the state's past presidents shall propose nominees for state presidents-elect.
 - c. Nominees for region presidents-elect shall be proposed by a committee that includes no fewer than three of the region's past presidents.
2. The online election is generally set up and activated in 4-5 business days from the time the ACDA national office receives all of the election materials.
3. Elections may run for any period of time (i.e., five (5) days, one (1) week, ten (10) days, four (4) weeks). **The average election period is two (2) weeks.**
4. The election of the regional presidents-elect shall be presented through the publication of candidate names, biographies, and photos on the regional website. We also encourage regions to work with the states in their regions to consider posting similar information on state websites, region and state newsletters, and other media.
5. National office staff will notify you of the election results immediately after the election closes – usually the same day. You will notify the candidates and the voters of the results.

Expense:

The actual cost of the election is dependent upon the total number of voting members (Life, Paying Life, Active and Retired) at the time of the election. Election expenses include \$0.55 per eligible voter – for a specific price quote, contact our office.

ACDA Contact Information:

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Bylaws

Article XV. Election Procedures

Section 4: Election of Region Presidents: Election of Region Presidents-Elect shall be completed before February 1 of the year in which they assume office on July 1. The Past President shall convene a committee that includes no fewer than 3 members of the Region Past President's Advisory Council to present a slate of nominees for consideration to the Region board for approval.

Section 5: For each of the above National and Region officers, a slate of nominees shall be presented to the membership through Association publications at least 60 days prior to the election.

Section 6: Region Presidents, in cooperation with the National Past President, shall be responsible for the elections in their Region and all States and Affiliate State Associations within their Region. Election of the President-Elect in States with 20 or more members shall be completed as stated in the Constitution before February 1 of odd-numbered years with that officer assuming his/her post on July 1 of the odd-numbered year. Should no election take place in a State, or effort be made to elect a President-Elect by February 1, the Region President shall be responsible for appointing a nominating committee and conducting the election from their office. Such action shall not include Affiliate State Associations.

Section 7: Election of State Presidents-Elects **shall be completed before February 1** of the year in which they assume office on July 1. The Past President shall convene a committee consisting of no fewer than two members of the State's Past President's Advisory council to present a slate of nominees for consideration to the State board for approval.

Section 8: Ballots of ACDA State, Region, and National elections shall include two nominees for each office.