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## CHECKLIST FOR BOARD OF DIRECTORS ELECTIONS IN ASSOCIATIONS

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Every association has to have a board of directors, which serves as the managing committee of the association and represents the members in and out of court. The board is usually elected at the annual general meeting (AGM).

The next board of directors elections are coming up? While organising it, it is important that you keep the focus on the election so go through your bylaws again and use our checklist. That's how you make a well organised start to your election.

### A Complete Election Preparation Checklist

- Appoint an Election Officer(s) and Election and Nominations Committee**  
According to the regulations, an election officer has to be appointed by the present board of directors or by the membership. Other members can be nominated for the election and nominations committee. Members of this committee cannot run for office.
- Check Your Electoral Roll**  
Outlined in the bylaws, or in the election regulations, are details concerning which members have active or passive voting rights. Before the election the electoral roll needs to be brought up-to-date accordingly. Are there new members who are also eligible to vote? Sort through your former members and don't forget the present board of directors.
- Send Poll Cards to Members**  
Properly inform your voting members about the annual general meeting and the upcoming election. There are often specific periods when you can send the poll cards. Additionally, the poll cards can be sent or published through different channels. The key issue is that all members have access to these poll cards. This is the only way the election can be organised to achieve a quorum.
- Determine List of Nominations and Candidates**  
Now it's time for your members to nominate candidates. If you have more candidates than positions vacant, you can conduct a candidate-centred election. However, if you have the same number of candidates as positions vacant, you can create a list which voters can vote on. The electoral code sets out whether the election is conducted as majority vote or proportional representation.

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### Create Ballot

Create a ballot for each voter group with all candidates running for election. Pay attention that all candidates are presented equally and no one candidate is favoured ahead of the others. Decide the order of candidates beforehand: alphabetically or randomly? In addition, decide beforehand what kind of information should appear on the ballot: only first name and surname or also the voting district or the candidates' title?

▶ [by voting online, you can create your ballot digitally with just a few clicks](#)

### Choose a Voting Procedure

Your electoral code determines if the election is to be conducted in secret. Most electoral codes include sections about the procedure of the election: can voting be carried out on a written basis, orally, electronically or a combination of these procedures?

### Counting the Votes

How you will count the votes depends on the voting procedure. When voting with a majority vote system, it is necessary to check the electoral code to see if the distribution of seats is done by means of an absolute or relative majority.

If the election is conducted with proportional representation, the electoral code should include a procedure to calculate the number of seats.

▶ when voting online, the ballot box is counted with one click and the election results are at hand in minutes.

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**Find more tips on organising your board of directors election:**

» <https://www.polyas.co.uk/associations/board-elections>

**TIPP**

#### Polyas – the election experts

We are the leading provider of digital elections since 1996. Associations vote with us easily and conveniently over the internet. Combine online voting with postal voting, ballot box voting or voting at the annual general meeting.

By voting online you will increase your voter turnout and save valuable time and money throughout the election management process.

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