Guidelines for Candidates in Section Elections

Should the need arise for an election (for Director, Officer, or Trustee) within the American Water Works Association New Jersey Section (Section), the following guidelines should be followed by all candidates:

**Overall Section Election Responsibilities:**

- Create a candidate flyer with photograph/headshot and biography of each candidate and mail the candidate flyer to all members of the Section.
- Post the candidate flyer to the Section Website.
- Provide a fixed display of each of the candidates’ flyer at a location to be determined by the Section’s Secretary-Treasurer at the Annual Business Meeting/Annual Conference.
- Provide a means for absentee voting (voting software, online survey/ballot) for use throughout the election (including at the Annual Business Meeting/Annual Conference).
- Upload the photo and biography included on the candidate flyer to the 3rd party election software platform.
- Provide for in person/paper ballot at the Annual Business Meeting/Annual Conference for those individuals who become a member of the Section at Annual Business Meeting/Annual.
- Conduct the election in a professional manner, with attention to ensuring the integrity of the election by:
  - Providing candidate information to members in a timely manner
  - Ensuring accuracy of balloting and ballot counting
  - Ensuring accuracy of eligible voter/member list
  - Providing impartial proctoring and validation of election results
  - Providing prompt reporting of election results

**Candidate Guidelines (at any time prior to or during the election):**

- Candidates shall provide a photograph at high-resolution .jpg format to the Section's Secretary-Treasurer.
- Candidates shall provide a biography of 500 words or less to the Section’s Secretary-Treasurer.
- Candidates shall not produce or distribute any separate printed or electronic materials, nor mail any separate materials or literature to Section Members for the purposes of influencing member votes.
- Candidates shall not provide any gifts or attempt to influence member votes in any way.
- Candidates shall not campaign or solicit others to campaign on their behalf.
- Candidates should act in a professional, cordial manner.
- Candidates shall not be permitted to solicit votes in the vicinity of the polling place at the Annual Conference.