

Guidelines for Holding 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 the Section:

Election Timeline:

- To provide for absentee voting, the election shall open a minimum of fourteen (14) days, but not more than thirty (30) days, prior to the Annual Business Meeting.

Voting Eligibility:

- In accordance with Article 8.6 of the Section Bylaws, all members in good standing, including multi-section members, are eligible to vote.
- In order to be eligible to vote, members must be in good standing as of the time the election closes. The current Secretary-Treasurer of the Section at the time of the election shall verify whether or not a member is in good standing.

Overall Section Election Responsibilities:

- Create a candidate flyer with photograph/headshot and biography of each candidate.
 - Candidate should provide a photograph at high-resolution .jpg format to the Section's Secretary-Treasurer.
 - Candidate should provide a biography of 500 words or less to the Section's Secretary-Treasurer.
- 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.
- Upload the photo and biography included on the candidate flyer to the 3rd party election software platform.
- In order to conduct an election that provides a means for absentee voting, in accordance with Article 8.5 of the Section's Bylaws, the Section will conduct its election using electronic means (voting software, online survey/ballot), which will be available for use throughout the election (including at the Annual Business Meeting/Annual Conference).



- The Section will 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. For in-person voting, the Section shall:
 - Provide ballots
 - Provide a private area for eligible members to vote
 - Monitor election process to ensure membership/voting eligibility status can be verified
 - Ensure, to the best of its ability, that ballot area is secure, private, and that any potential conflicts of interest are addressed
 - Provide an impartial proctor during ballot counting
- The Section shall 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. Unless otherwise stipulated by the Board, the election shall conclude at 2:00 PM on the date of the Business Meeting of Annual Conference and the results of the election shall be announced at the Business Meeting
- In the event the Secretary Treasurer of the Section is unable to perform the duties required in these Guidelines, the subject duties shall be performed by the following in order of availability (assuming that they are not candidates for the position included in the election):
 - Section Chair
 - Section Director
 - Section Past Chair
 - Section Member in good standing appointed by a vote of the Board