



# Alumni Network

## Chapter elections

### Why hold an election?

Holding an election will give chapters a chance to bring fresh ideas into chapter future development, help chapters establish strong connections with members, increase the visibility and effectiveness of chapter's long-term development and operations.

### When to hold an election?

Chapters are recommended to hold their elections at the end of a two-year term. Newly established chapters are recommended to conduct their first election within 12 months of the formation of the chapter.

### Pre-election

- Chapter committee's should communicate **at least two months** before elections to discuss dates, campaign, nomination process and timelines.
- Advise the Alumni & Advancement Office of details of the next chapter election.

### During election

- Monitor nominations to ensure all details on the Nomination Form are completed.
- Hold a vote if more than one person has been nominated for the same position.
- If there is only one nomination received for a committee position, the person will be declared elected.
- Voting can be conducted via email, or take place at the chapter's Annual General Meeting. The manner of counting ballots can be designated by the chapter.

## After election

Announce the new Chapter Committee and hand-over the leadership as soon as the elections are completed. Notify the Alumni & Advancement Office of election results which should be announced within one month of the election.

## We can help

Please feel free to contact us if you need more assistance before, during and after your elections.

If you require any further information or any assistance, contact the Alumni & Advancement Office via email **[alumni@usq.edu.au](mailto:alumni@usq.edu.au)**.