

Each club can decide how to best hold elections. Elections should be held at the end of the club year to prepare for the transition of outgoing and incoming club officers.* Use these tips as a starting point and customize as necessary.

At the meeting prior to holding elections:

- Define the officers' roles and responsibilities and what strengths a student needs to excel in each role.
- Ask whether any students are interested in running for an officer position or would like to nominate a peer.
- Encourage each candidate to prepare a statement to present at the next meeting about why he or she would be the best choice for that officer role.

To hold elections:

- Review each officer role again for the club.
- Ask candidates to share why they want to be an officer.
- Ask students to vote for each position via a ballot or simple piece of paper.
- Tally the votes and announce the new officers.

*If your club is newly chartered, you should hold elections at the start and end of the club year.