



## AOWA Election Process Guidelines

The following election procedures have been approved by the AOWA Executive Committee for further clarity and consistency in the election of Officers and Directors for the Alabama Onsite Wastewater Association. These guidelines are provided in accordance with the By-Laws of the association.

1. Election of Officers and Directors will be accomplished by mail in ballots prior to the annual meeting. (Article III, Section 3.)
2. Only entities holding a 'General Membership' classification are eligible to vote on business matters of the association (including election of officers and directors). (Article III, Section 1.)
3. Results of the newly elected Board of Directors will be announced at the Annual Meeting. (Article IV, Section 1)

### ELECTION PROCESS

4. Membership will be notified of AOWA Election Guidelines by mail postmarked on or before February 5 with an Officer/Director nomination form included.
5. Deadline for Nominations to be received by AOWA office (mail, call, email or fax) is February 14.
6. Certified ballot will be mailed to all AOWA members in good standing (dues paid in full) on or before February 18. Any entities joining AOWA, or renewing expired memberships, must be received by February 28. Applications after February 28 will not be eligible to vote due to lack of time to process application, mail ballots and receive return ballot prior to ballot deadline.
7. All Officer and Director positions on the ballot shall also include a place for a write in candidate.
8. Return ballots must be received by AOWA office no later than March 8<sup>th</sup> to be valid and counted in the election.
9. Ballots will be counted by staff on or before March 12, with oversight by the Executive Committee. Results will be reported at the AOWA Annual Meeting on March 14<sup>th</sup> in Orange Beach, AL.
10. Any questions arising from these guidelines will be ruled on by the AOWA Executive Committee.

Guidelines approved by the AOWA Executive Committee on the 31<sup>st</sup> day of January, 2019.

Signed: *Alan Astin*

Alan Astin, President, AOWA