ACDA Election Information

The ACDA national office staff in Oklahoma City is pleased to assist with your election. This sheet will provide general information about election procedures.

As of June 2009, state, region, and national elections and voting are being done electronically. Contact Sundra Flansburg, Director of Membership & Communications, with any questions or information.

Required Information:
1. Two candidates to run for office (Bylaws Article XV, Section 8).
2. Biography for each candidate in Word (not a PDF, please), along with a statement reflecting the candidate's goals and objectives.
3. A recent photo/headshot of each candidate submitted by email (separate JPEG preferred – please do not embed in Word document).
4. Please confirm that candidates have current Active, Retired, Life, or Paying Life membership in ACDA. They must maintain that membership throughout their candidacy and term.

General Timeline and Information:
1. Election procedures required for state, region, and national elections are outlined in the ACDA Constitution and Bylaws, Article XV. (At http://acda.org go to About, Leader Info, then find the Bylaws and Constitution pdf under Policy Documents.) According to the bylaws:
   a. Election of the regional and state president-elect shall be completed before February 1 of the year they will take office, with that officer assuming her/his post on July 1 of that year.
   b. Nominees for state presidents-elect shall be proposed by a committee that includes no fewer than two of the state's past presidents. Nominees for region presidents-elect shall be proposed by a committee that includes no fewer than three of the region's past presidents.
2. It generally takes 4-5 business days from the time all of the election materials are received by the ACDA national office for the online election to be set up and activated.
3. Elections may run for any period of time (i.e., 5 days, 1 week, 10 days, 4 weeks). The average election period is 2 weeks.
4. Election of the regional presidents-elect shall be presented through publication of candidate names, biographies, and photos on the regional website. We also encourage regions to work with the states in their regions to consider posting similar information on state websites and region and state newsletters and other media.
5. National office staff will notify you of the election results as quickly as possible after the election closes – usually the same day. You will notify the candidates and the voters of the results.

Expense:
The actual cost of the election is dependent upon the total number of voting members (Life, Paying Life, Active, and Retired) at the time of the election. Election expenses include: $0.55 per eligible voter – for a specific price quote, contact our office.

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