

*SAMPLE*

Notice of Local Special Election and Call for Nominations

For the Following Offices of Local **1234**

**List your vacant positions here:**

* **OFFICER 1**
* **OFFICER 2**
* **OFFICER 3**
* **OFFICER 4**
* **OFFICER 5**

And for the Following Regional Position:

* **Regional Director of Region \_\_**

Nominations open on December 24, 2019 and will close on January 23, 2020.

The terms of these offices shall be **[The terms of local offices in even-numbered regions will be until June 1st, 2021. The terms of local offices in odd-numbered regions will be until June 1st, 2020. whichever applies]**

Duties of these local positions include:

PRESIDENT: shall conduct the affairs of the Local and preside at Local meetings. The President shall be a member of the Local Presidents Committee.

VICE PRESIDENT: preside at local meetings at which the President is not in attendance and shall chair.

SECRETARY: maintains a record of the local’s proceedings.

TREASURER: responsible for any funds received or disbursed directly by the local and shall maintain a record of the local's financial transactions.

MEMBERSHIP SECRETARY: maintain a record of the local’s membership records and promote member recruitment, retention, and involvement.

Nominations must be submitted by members via email to **[the Local 1234 election committee at** [**local1234electioncommittee@state.mn.us**](mailto:local1234electioncommittee@state.mn.us)**.]**

REGIONAL DIRECTOR POSITION:A Regional Director must be a member of the Region s/he serves. The term of the Regional Director position is until June 1st, 2020**.**

Duties of a Regional Director include, but are not limited to:

* + Gathering concerns and interests of people s/he represents
  + Making policies that reflect her/his constituents’ interest
  + Performing other duties as assigned by the Board of Directors in accordance with the Board’s policies
  + Disseminating information regarding status of MAPE and newly enacted policies as well as standing policies of MAPE

Nominations for the Regional Director

Members must send their nominations for the Regional Director position to the MAPE Elections Committee (swelect@mape.org).

The elections will be held via online balloting between February 6, 2020 and February 19, 2020. A link will be sent via e-mail to access the online voting on February 6, 2020.

Thank you,

**[Your name here]**