

*SAMPLE*

Notice of Local Special Election and Call for Nominations

For the Following Offices of Local **1234**

**(List your vacant positions below)**

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

Nominations open on September 25th, 2019 and will close on October 31st, 2019.

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 positions include:

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.]**

The election will be held via online balloting between November 18, 2019 and December 2, 2019. A link will be sent via e-mail to access the online voting on November 18, 2019.

Thank you,

**[Your name here]**