

**PRINCIPLES REQUIRED IN ELECTION GUIDELINES  
FOR CFA CHAPTERS**

**Adopted by CFA Board of Directors June 2007**

1. The election process must be conducted in such a way that voters and candidates are satisfied that reasonable rules for ethical conduct and procedures have been adopted and will be followed in spirit as well as actual practice.
2. The Elections Committee shall consist of no less than three (3) members, none of whom shall be a candidate for office.
3. The Elections Committee shall conduct all aspects of the election, including establishment and enforcement of timelines, in a fair and impartial manner.
4. There shall be an open call for nominations with acceptance of self-nomination sent to all members. Those nominated by a second party must submit a written acceptance to the Elections Committee.
5. No barrier, beyond limits set by state CFA, e.g., only lecturers may serve as representatives to the Council of Lecturers, may be established to restrict members from running for office.
6. Staff shall be limited to a support role under the direction of the Elections Committee, e.g., preparation, printing, and distribution of ballots and collection of unopened ballots. Staff members are prohibited from endorsing, indicating their preference for, promoting or in any way assisting a candidate.
7. Uncounted and additional printed ballots must be secured at all times.
8. Balloting must preserve the one member one vote principle as well as the principle of secret ballot voting.
9. The ballot count should be recorded and signed by the Elections Committee and reported to the Chapter President and Executive Board/Committee.
10. Any rules established for one candidate must apply equally to all. (For example, if one candidate has access or potential access to membership information, then all candidates must be provided an equal access. Such access could include limiting all campaign contact between members and candidates to mailings, email or postal service, handled by the Elections Committee.)
11. There needs to be a chapter appeals process for election challenges. Candidates who are not satisfied with the chapter appeal decision may appeal their issue to the State CFA President. The State CFA President may assign a designee such as the State CFA Elections Committee Chair to review the situation and make a recommendation to

## ELECTIONS: CHAPTERS

him/her. However, the decision on the appeal shall be made by the State CFA President and shall be final and binding on all parties involved.

(NOTE: Normally chapter constitutions/bylaws would establish there is an Elections Committee with authority to develop procedures for chapter elections. The detailed procedures/appeals would be in a separate elections policy or manual for the chapter.)