



Best Practices for Virtual Section Elections by Past Section Officers

Know your Membership. Small Sections may benefit from direct outreach, whereas larger Sections may benefit from online polling or a live web conference.

Know your Bylaws. Your Section's bylaws may have requirements for holding officer elections and business meetings. You will want to review those before holding a virtual business meeting to ensure that you follow these rules.

Choose the Right Virtual Technology. Holding a business meeting remotely gives you flexibility. You can conduct the meeting by telephone, Skype, or other live web conference technology. If you have questions about selecting the right online business meeting platform, you can always contact AALS staff to help you.

Make Elections Fair. Communicate deadlines effectively to your members and let colleagues know that they must sign-up as Section members to be eligible to vote, nominate, and hold office.

Distribute Agenda and Nominations Well in Advance. To ensure the widest possible participation and member engagement during the business meeting, you will want to prepare and distribute your business agenda/list of nominees before opening the polls or conducting your live web conference.