

## New York South Assembly Area Election Cycle & Procedures

|                 | YEAR 1   | YEAR 2   | YEAR 3  |
|-----------------|--|--|---|
| <b>FEBRUARY</b> | <b>JANUARY AWSC</b><br>Introduction of new Coordinators to AWSC for vote of confidence. Any vacancies? Accept TSP.                 |  | Distribute election cycle information, job descriptions for Officers & Coordinators, deadlines for submission of TSP.<br><br>Call for service.<br><br>Review election procedures and deadlines.   |
|                 | <b>FEBRUARY AWSC</b><br>Introduction of new Coordinators to Assembly for vote of confidence. Any vacancies? Accept TSP.            |  |   |
| <b>APRIL</b>    |  |  | Review eligibility for Officers.<br><br>Announce that all eligible for Officer positions must submit TSP to Area Chairperson before May AWSC meeting.   |
| <b>JUNE</b>     |  |  | Election Assembly binder with half- full-page job descriptions for Officers and Coordinators is distributed.<br><br>All Officers stand up and tell what their job responsibilities are.<br><br>TSP for members interested in standing for Officer positions are read aloud by Secretary.<br><br>All Coordinators stand up and tell what their job responsibilities are.   |
| <b>OCTOBER</b>  |  | <b>SEPTEMBER AWSC</b><br>All Coordinators/Officers come to September AWSC meeting with draft of duties & responsibilities. Area Chairperson to combine into one report including WSO/NYS Guidelines. | All current Officers stand up and tell what their job responsibilities are.<br><br>Election of Officers according to NYS Guidelines. Each position addressed individually, in order: Delegate, Alternate Delegate, Chairperson, Treasurer, Secretary.<br><br>All Coordinators stand up and tell what their job responsibilities are.<br><br>Collection of TSP from members interested in Coordinator positions. |
|                 | <b>KEY</b><br><b>AWSC:</b> Area World Service Committee<br><b>TSP:</b> Trusted Servant Profile<br><b>WSO:</b> World Service Office |  | <b>NOVEMBER/DECEMBER</b><br>Selection of incoming panel of Coordinators will be made by the five newly elected Officers and the current Steering Committee members no later than 15 <sup>th</sup> of December as WSO needs names of newly appointed panel by 31 <sup>st</sup> of December of election year.   |