

New York South Assembly Area Election Cycle & Procedures

	YEAR 1	YEAR 2	YEAR 3
FEBRUARY	JANUARY AWSC 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. Call for service. Review election procedures and deadlines.
	FEBRUARY AWSC Introduction of new Coordinators to Assembly for vote of confidence. Any vacancies? Accept TSP.		
APRIL			Review eligibility for Officers. Announce that all eligible for Officer positions must submit TSP to Area Chairperson before May AWSC meeting.
JUNE			Election Assembly binder with half- full-page job descriptions for Officers and Coordinators is distributed. All Officers stand up and tell what their job responsibilities are. TSP for members interested in standing for Officer positions are read aloud by Secretary. All Coordinators stand up and tell what their job responsibilities are.
OCTOBER		SEPTEMBER AWSC 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. Election of Officers according to NYS Guidelines. Each position addressed individually, in order: Delegate, Alternate Delegate, Chairperson, Treasurer, Secretary. All Coordinators stand up and tell what their job responsibilities are. Collection of TSP from members interested in Coordinator positions.
	KEY AWSC: Area World Service Committee TSP: Trusted Servant Profile WSO: World Service Office		NOVEMBER/DECEMBER 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 th of December as WSO needs names of newly appointed panel by 31 st of December of election year.