

NOMINATIONS AND ELECTION OF NR, Deputy NR & IIW POSTS For Districts With No NGB

NATIONAL REPRESENTATIVE & DEPUTY NATIONAL REPRESENTATIVE

QUALIFICATIONS

Must be a Past District Chairman, Vice-Chairman, Secretary or Treasurer.

Tenure: A maximum period of 2 years but must be elected annually.

IIW BOARD DIRECTOR

QUALIFICATIONS

Must be a Past National Representative. **Tenure:** A maximum period of 2 years but must be elected annually.

IIW EDITOR/MEDIA MANAGER

(not a member of IIW Governing Body)

QUALIFICATIONS

Must be a Past District Editor at the time of nomination. **Tenure:** A maximum period of 3 consecutive years but must be elected annually.



<p>Jul</p>	<ul style="list-style-type: none"> • Obtain the list of names and email addresses of district and club executive committees from the district secretaries. • Circulate IIW President’s message and any relevant IIW information to all clubs and districts. • Write your message based on the IIW theme and send to all clubs and district. • Refer to IIW Directory for dates of IIW Governing Body meetings and keep in view dates of notification for (a) Margarettte Golding Award (b) items for inclusion in agenda.
<p>Jul-Aug</p>	<ul style="list-style-type: none"> • Attend the first DExCo meeting of the districts. • Collaborate with District Secretaries and compile lists of qualified members for nominations to the posts of Board Director, IIW Editor/Media Manager, NR and Deputy NR.
<p>Aug</p>	<ul style="list-style-type: none"> • Remind the District Secretaries to email out the nomination forms to all clubs for the posts of (a) NR and deputy NR of the coming IW year, and (b) Board Director and IIW Editor/ Media Manager of the year after the coming IW year. Completed forms are to be returned to NR by 31 October.
<p>Sep</p>	<ul style="list-style-type: none"> • Email signed forms of nominated IIW Editor/Media Manager and Board Director to IIW Admin, for the coming IW year, if not yet sent by predecessor. • Form an election committee (EC) with at least one representative from each district to witness the opening of envelopes of nominations which will be closed on 31 October. The same committee may be called upon to witness the election results which will be closed on 15 February. • In an IIW Convention year, obtain from the District Secretaries, the list of members attending and list of voting delegates and submit to IIW Admin on an advised date. • Prepare report and attend the AGM of District 330.
<p>Oct</p>	<ul style="list-style-type: none"> • Remind Clubs to submit nominations by 31 October.



<p>Nov</p>	<ul style="list-style-type: none"> • Convene a meeting of the EC to open and record the nominations of NR, Deputy NR, Board Director and IIW Editor/Media Manager. • If there is more than one nominee for any of the posts, prepare and send the voting ballots and envelope formats to all clubs with reminder to return by 15 February. (At least 6 weeks to allow for club meetings to convene.)
<p>Jan</p>	<ul style="list-style-type: none"> • Remind all clubs to return ballots by 15 February.
<p>Feb</p>	<ul style="list-style-type: none"> • Convene a meeting of the EC to open and record the counting of ballots. • In the event of the votes being equal, the district chairmen shall have their casting vote. • The candidates will be informed of the results and to be kept confidential until officially announced.
<p>Mar</p>	<ul style="list-style-type: none"> • Prepare report for and attend the District Committee meeting of District 330 and District AGM of District 331. The report should include the official announcement of the (a) elected NR and Deputy NR of the coming IW year, and (b) nominated Board Director and IIW Editor/Media Manager for the year after the coming IW year.
<p>Apr</p>	<ul style="list-style-type: none"> • Inform IIW Admin of the (a) elected NR and Deputy NR of the coming IW year, and (b) nominated Board Director and IIW Editor/Media Manager for the year after the coming IW year. • Key in the details of next NR and Deputy NR in the IIW database. • Remind the District Secretaries and ensure all clubs and district ExCo details are entered in the IIW database. All updates are to be made by 15 May.



May-Jun	<ul style="list-style-type: none">• Remind the District Secretaries to submit nomination forms for Board Director and IIW Editor/Media Manager of the year after the coming IW year. The forms are available in the IIW website.
	<ul style="list-style-type: none">• Prepare and email final report to IIW Admin.

SPECIMENS:

1. Sample envelope for posting nomination.
2. Sample envelope for return of voting papers.
3. Sample ballot paper.
4. Sample voting results of nomination or election.

