

# Election Letter to Chapter Members

(Date)

TO: All Members of the \_\_\_\_\_ Chapter of ARMA International

FROM: Chairman, Nominating Committee

SUBJECT: Election of Chapter Officers

Enclosed is your ballot for the election of chapter officers. Please vote either for the individuals nominated or write in your selection. Permission must be requested from individuals before they are added as write-ins to the ballot. Any chapter member in good standing is eligible to hold an office.

Ballots and nomination forms should be returned to the Teller (name of person) in the enclosed envelope by (date). Ballots received after (date) will be invalid.

Support your chapter by participating in these voting and selection procedures, and please remember to sign your ballot, as unsigned ballots will be invalid. Although we ask for your signature as validation of your vote, all votes are handled confidentially. All results are presented in a tally format.