

Guidelines for a Virtual State Convention

National Board – January 14, 2021

After determining that you will need to host a Virtual State Convention due to Covid restrictions in your state, the following guidelines should be used. Communication with your Courts and adherence to due dates will be crucial.

Your National Representative will attend your Virtual Convention. If she has a conflict with dates, another National Officer or National Director will attend. If you have any questions in the planning stages, please contact your National Supervisor or Director.

1. **Voting** (These guidelines must be followed to ensure that voting is done correctly. All dates except date to turn in paperwork to Nominating Committee Chairman may be adjusted if your virtual convention will be held in early – mid April.)

State Courts will follow the same procedures the National Board followed when electing new National Officers, National Directors, and the 2022 Nominating Committee. They are as follows:

- A. The deadline for candidates to turn in paperwork to run for State Office to the State Nominating Committee is **Monday, February 1, 2021**. Because voting will be done by mail and there needs to be enough time for ballots to be mailed and returned, the Nominating Committee Chairman will send the slate of officers to the State Regent by **Monday, February 15, 2021**. The Nominating Committee Chairman should also mail all paperwork received from candidates to the State Regent.
- B. The State Regent will send an email to all Court Regents, District Deputies and State Chairmen publishing the Slate of State Officers and ask for nominations from the floor for State Officer and the 2023 Nominating Committee. She will send the email to Court Regents by **Thursday, February 18, 2021**. She will instruct the Court Regents to announce the slate to her Court members and to inquire if anyone is interested in running from the floor. The Court Regent is the only member who can nominate a candidate from her Court for the Nominating Committee. She should email the name of the candidate, the name and number of the Court, and the City to the State Regent.
- C. Candidates who wish to run from the floor for State Office or Nominating Committee will have two weeks to mail in their paperwork (as specified in the by-laws) to the State Regent. All paperwork to run for State Officer or the Nominating Committee must be received by **Monday, March 8, 2021**.
- D. All five of the State Officers will meet in person to verify candidate paperwork, create, and mail the ballots to Court Regents. There will be two ballots, one for State Officers and one for the 2023 Nominating Committee. Names on Nominating Committee Ballots should be in alphabetical order. Ballots should be printed on different colored paper for ease in counting. Half sheets of paper can be used. Ballots will be mailed out by **Monday, March 15, 2021**.
- E. The Court Regent is responsible for getting the ballots to the delegates in her court. The Court delegates must be registered in order to vote. After voting, the delegate puts both ballots in an envelope and returns it to their Court Regent. The Court Regent is to put all the ballots from her Court in one envelope and mail them back to the State Regent. They must be postmarked by **March 29, 2021**.
- F. The State Regent will receive mailed ballots. They are to remain sealed. She will bring all of the ballots with her to the Convention and give them to the Election Committee Supervisor which is the National Supervisor or Director. She is to bring all candidate paperwork that is received from the Nominating Committee Chairman to the Convention as well.