**Conducting Council Elections**

***Trainer Notes and Council Activity***

Council members are elected or appointed public officials. The statutes require councils to organize and conduct annual election of members each January. This module will:

* Help extension councils comply with state statutes regarding the election of members;
* Provide suggested processes for conducting the election to provide all eligible voters the opportunity to participate;
* Assist in publicizing the election to all citizens.

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|  | Agenda  At the Meeting   1. Introduce “Mastering the Nuts and Bolts of Council Elections” training module. (5 minutes)  * Discuss the importance of following state law through the election process, and establishing procedures that ensure the integrity of the election.  1. Distribute and review module materials. (15 minutes)  * Deliver PowerPoint presentation with speaker notes. * Review the “Timeline for Council Elections” worksheet * Inform participants of supplemental resources:   + Sample public notice of nominees   + Council election ballots   + Guidance on terms, titles and waiting periods  1. Lead activity. (15-20 minutes) |
|  | Activity  Discussion  Conduct a group discussion of the council’s election process as it relates to the topics addressed in the module. The following questions can help guide the discussion:   * How do we as a council prepare for the election? Have we established a timeline based on the date of the election? * Where and how can eligible citizens who live in our county vote? How can we increase participation? * How many people typically cast a ballot in the council election? How can we increase participation? * How does the council maintain the integrity of its elections? Are there steps that can improve the integrity? |
|  | Facilitator Tips  Preparation time: 1 hour or less  Presentation time: 35-45 minutes  The following tips can assist trainers and council members in getting the most out of the “Conducting Council Elections” training module:   * Determine who will be the presenter(s) (council member, specialist, county program director). * Review “Conducting Council Elections” handout, including referenced resources, and PowerPoint presentation with speaker notes. * Prepare materials needed for the council activity. * Place “Conducting Council Elections” module on council agenda, and involve Regional Council Leadership Team in training exercise as needed.   **What is needed?** *(Online resources may be used if Internet access is available.)*   * “Conducting Council Elections” PowerPoint presentation. * Computer, projector and screen. * Copies of “Conducting Council Elections” handout for participants, including:   + Timeline for Council Elections   + [Sample public notice of nominees](http://extension.missouri.edu/extcouncil/documents/manual/1._nominee_publication_form.doc)   + [Council election ballots](http://extension.missouri.edu/staff/communications/example_ballot.aspx#gsc.tab=0)   + [Guidance on terms, titles and waiting periods](http://extension.missouri.edu/extcouncil/documents/2016%20Terms%2CTitles%20and%20Waiting%20Periods(00083256xA12DC).pdf) * Newsprint, markers, easel and masking tape. |