

5.4 Election Committee Overview

Based on review and input from past election committees, the candidates received the following message last year:

CONGRATULATIONS! *Your nomination for the CAFE Board of Directors was reviewed by the Board Election Sub-Committee and your nomination was approved. You will appear on the ballot for CAFE Region 3 Representative. Based on the nominations, you are one of two candidates who is running for this position. A few details regarding the election:*

A) Please send a **digital head and shoulder color photo** to CAFE Headquarters, attn. Aida Madison at aida@bilingualeducation.org **by 9 am on Monday, April 24.**

B) We would like to ask you to **record a 1 minute (or less) video clip** on your smart phone or tablet, that can be posted on the CAFE Webpage with your photo, stating why you are running to be part of the CAFE Board. Please send the video file to aida@bilingualeducation.org **by 9 am on Monday, April 24.**

C) CAFE will be creating a **slate of candidates website** which will be posted on the CAFE website, the CAFE Facebook pages and sent out via email blast.

D) **Per board policy:**

“Candidates and their supporters may not use CAFE’s resources to conduct business for candidate campaigns. Only the Elections Committee may use CAFE’s email lists, Facebook pages and other social media tools to communicate with CAFE members regarding candidate campaigns for election.”

E) **Candidates** may contact friends and colleagues in their own networks to encourage them to vote.

F) Candidates are expected to write about themselves, not the person they are running against. Candidates may include factual statements about opponents but shall not include any negative or positive qualifiers or assumptions in connection with the factual statements.

G) The Election will be conducted electronically from **May 1-11, 2017**

H) **Candidates will be notified with the election results by May 18, 2017.**

I) Winners will be asked to attend the CAFE Board Installation Reception/Dinner and CAFE Board Meeting on **June 2-3 in Southern California**—location TBD (Please mark and hold this on your calendar!)

J) Please contact **Aida Madison or Jan Gustafson-Corea** if you have any questions.