CONSIDERATIONS BEFORE ELECTIONS

- Share up-to-date position descriptions, responsibilities and expectations for each leadership position for members to review.
- Provide a clear timeline to members about the election and transition process.
- Create a space for nominees to share their qualifications and experience for the role.

SPEECH OPTIONS

- **Live Speeches**: During a meeting, you can dedicate 2-3 minutes for each candidate to give their speech.
- **Recorded Speeches**: Before voting, have candidates record their speech and upload it to an accessible platform. Recording speeches ahead of time can reduce technical errors that may occur during a live speech.
- **Written Speeches**: Consider having candidates write up their speeches so people can reference them when voting.

AFTER ELECTIONS

- Announce the results to members and advisor.
- Plan officer transitions. Coordinate times for outgoing position holders to help incoming officers learn their new role. See information below.
- Update your organization's Engage profile with the new leadership information. This is **VERY** important because all RSO communication is used from Engage.

Visit www.owu.edu/sio for more resources!
CREATE VIRTUAL ELECTIONS ON ENGAGE

1 CREATE AN ORGANIZATION ELECTION
Manage who can access the ballot and make sure that your organization's roster is up to date.

2 ADD IMAGES TO ELECTION
Add images or links in the ballot to provide members all the information, such as links to speeches or position descriptions.

3 VIEW ELECTION RESULTS
To determine the results, how many votes were casted, and number of voters, you can export the reports from Engage.

GOOGLE FORM OPTION
If your organization typically uses Google Forms to conduct elections, remember to house it in a location that allows future leadership to access and reference. Create a Google Form.

Visit www.owu.edu/sio for more resources!
TRANSITION CHECKLIST

SUPPORT THE INCOMING NEW LEADERSHIP BY HOSTING TRANSITION MEETINGS TO ENSURE THEY ARE PREPARED FOR THE UPCOMING YEAR AND READY TO HELP THE ORGANIZATION THRIVE!

SET UP A TRANSITION MEETING

- Connect virtually over phone or video - visit the SIO website for options to set this up.
- Outgoing officers should prepare materials in advance so they are ready to lead the transition.
- Incoming officers should prepare questions and be ready to take notes about their new role.

REVIEW THE BASICS

- Organization constitution, bylaws, and mission
- Organization structure and calendar
- Officer and committee roles and responsibilities
- Organization goals
- Contacts - advisor, officers, OWU employees

EXPLAIN SIO & CAMPUS RESOURCES

- How to at OWU Guide
- Engage
- SIO Student Purchasing Coordinator
- Good Standing Policy
- Contracts
- Advertising
- Event Planning
- Resources through SIO

SHARE IMPORTANT DOCUMENTS & ACCESS

- Organization documents include but are limited to:
  - Organization constitution, bylaws and mission
  - Past meeting agendas
  - Username and passwords to organization information
  - Communication samples
  - Event information
  - Marketing and social media
  - Member recruitment
  - Election and transition process
- Engage profile
- Organizational fundraising & WCSA funding

OFFER PERSONAL WISDOM & REFLECTION

- Offer advice or suggestions for improvement for the future
- Important and frequently used resources
- Most important tasks
- Most fulfilling part of position
- Biggest challenges
- The events we host are successful because...
- The events we host can improve by...
- What do you wish you would have known prior to your position?

LEAVE TIME FOR QUESTIONS

Visit www.owu.edu/sio for more resources!