**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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|  | AgendaAt 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)

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|  | ActivityDiscussionConduct 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?
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|  | Facilitator TipsPreparation time: 1 hour or lessPresentation 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%2800083256xA12DC%29.pdf)
* Newsprint, markers, easel and masking tape.
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