

# Yale University

## YALE COLLEGE CLASSES

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## ASSOCIATION OF YALE ALUMNI

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TO: Class Secretaries for 2007 Reunion Classes

cc: Class Treasurers for 2007 Reunion Classes  
Reunion Chairs

FR: Jenny Chavira, Janet Cappiello, Debby Jagiellow, Karen Jahn, Jennifer Julier

DA: December 1, 2006

RE: Class Officer Elections

As you know, next spring's reunions will mark the end of your five-year term as Class Secretary. Some of the 2007 Reunion classes have already started the process of selecting new officers. This memo will serve as a guide for this process.

Most classes use a democratic process to select officers, conducting nominations and elections through the mail. Some classes select officers by vote of the class council or executive committee, and a few classes have specific election procedures outlined in their constitutions. We will be glad to work with you to develop a process suited to your class.

The basic steps for elections by mail are as follows:

1. We recommend you send a “**call for nominations**” for secretary and treasurer to the entire class. Self-nominations should be encouraged. All candidates will be asked to submit a statement of candidacy (maximum 150 words).

We have enclosed a sample “call for nominations” for your approval; please let us know ASAP if you would like any changes. We recommend mailing this piece before the winter holidays.

2. Nomination forms are collected by the AYA. AYA staff will contact the nominated individuals to confirm their interest in running and collect their candidacy statement.
3. The election takes place in the spring and can be done with paper ballots and online voting. Online elections are often run because they are less expensive, and tend to have a higher response rate. Those classmates with an email address at Yale are sent a email message with a link to their private single-use ballot. Paper ballots with the names and statements of confirmed candidates are then mailed to those without email.
4. The ballots are tabulated at the AYA. New officers are usually announced at the Class Dinner during the reunion
5. New Class officers begin their service on July 1.

**IMPORTANT:** In order for elections to be fair and orderly, the AYA recommends that the printed ballots and statements or email ballot be the **only** election materials distributed to the class, either by mail or electronically. Current class officers are encouraged to adopt these guidelines and to make this clear to all candidates. In the past, there have been occasions when a candidate has sent his or her own mailings (or e-mailings) of promotional materials. This has led to some difficult challenges and divisions within the class. You can help to avoid such situations by clarifying the election process to candidates, collecting & disseminating statements on their behalf, and discouraging “campaigning.”

If you communicate with nominated candidates in writing or via email, we recommend something along these lines:

*For this election, the class officers have adopted the AYA’s recommended guideline that ballots with candidacy statements be the only materials distributed to classmates about the election. Using this guideline helps to ensure that all classmates receive the same information at the same time and that the election will be fair, with no cause for concerns over what level of campaigning is expected or appropriate. Therefore, you are asked not send materials about the election to classmates separate from the ballot mailing prepared by the AYA.*

We will be in touch soon to discuss how you wish to proceed. Please feel free to call in the meantime with any questions that are not answered here.

Enclosure:    Sample call for nominations