



## **Hamilton College Alumni Association 2007 Alumni Trustee Election Procedures**

The 2007 Alumni Trustee election will be overseen by the President of the Hamilton College Alumni Association with the assistance of the Executive Committee of the Alumni Council. The following procedures will guide the process:

- The election will be conducted by mail via paper ballot. Electronic balloting is not authorized.
- Each ballot will be accompanied by a letter from the President of the Alumni Association. Brief biographical information on each candidate also will be included; it will be in narrative form and contain the following: Name, Hamilton/Kirkland Class, major, undergraduate activities, City and State of Residence, Job Title and Employer, immediate family connections with Hamilton (Ex: father, Class of 1953; child, Class of 2006), and a list of current and former Hamilton/Kirkland volunteer activities. In addition, the ballot mailing will include a statement of candidacy by each candidate. Such statements may be up to 200 words in length.
- The name of each nominee will be listed on the ballot in alphabetical order under the appropriate heading: "Nominated by Alumni Council" or "Nominated by Petition." The ballot will have a provision for write-in candidates. Eligible voters will be asked to "vote for up to a total of three (3)" of the nominees and/or write-in candidates.
- Candidates and/or their authorized representatives who wish to send information in hard copy to members of the Alumni Association utilizing the Association's membership list may do so only by employing the Mail Box of Ithaca to prepare and mail the material; contact Frank Leonardo, Mail Box of Ithaca, 1650 Hanshaw Road, Ithaca, New York 14850; 1-800-382-6348. Candidates and/or their authorized representatives will make arrangements for payment of printing, postage, handling, etc. directly with the Mail Box of Ithaca.
- Candidates and their supporters may use the message boards on HOLAC in accordance with the "Terms and Conditions for Use of the Hamilton College Online Alumni Community" which may be found at [www.hamilton.edu/alumni](http://www.hamilton.edu/alumni).

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- Candidates and their supporters will not be provided with e-mail addresses for members of the Alumni Association and may not use Hamilton College or Alumni Association ListSrvs.
- Ballots will be mailed and counted by an outside firm that specializes in supervising elections. The firm will certify the results of the vote.
- Before ballots are sent to alumni, the Secretary of the Alumni Association will provide to the outside firm a list of the names and addresses of the members of the Alumni Association. The Secretary should certify that the list of members is current.
- The ballot mailing sent to each alumnus/a will include an identifier specific to the alumnus/a. Only the ballot sent to an alumnus/a may be used by the alumnus/a; reproductions or substitutes will not be permitted. Ballots may not be submitted by facsimile, as e-mail attachments or by any means other than original hard copy.
- Duplicate ballots will be made available to alumni under appropriate circumstances. A secure procedure for making duplicate ballots available will be administered by the outside firm supervising the election.
- Completed ballots must be received by the outside firm by the date noted on the ballot, which will be about thirty (30) days from the ballot mailing date. An addressed, unstamped reply envelope will be part of the mailing to each alumnus/a.
- A ballot which contains more than three (3) votes will not be counted; ballots containing votes for only one or two candidates will be counted.
- The three (3) candidates with the highest number of votes will be elected to fill the three (3) vacancies for Alumni Trustee.
- The results of the election will be announced to alumni on the HOLAC homepage ([www.hamilton.edu/alumni](http://www.hamilton.edu/alumni)) as soon as possible after they are certified by the firm counting the ballots. Announcements also will be published in the next editions of the *Hamilton Alumni Review* and the online *Hamilton eNews Extra*.

Adopted by the Executive Committee  
Hamilton College Alumni Council  
December 14, 2006

