LSO Election Checklist/Best Practices

Officer Positions
☐ Review current officer positions
☐ Decide which positions to keep, redefine, or eliminate
☐ Add any positions you deem necessary
☐ Follow LSO Constitution to make above changes
☐ ACTION ITEM #1: To approve upcoming officer positions—same or different?

Recruitment
☐ Establish a “recruiting season”
☐ Write your “elevator speech” about your organization or specific positions: why is it important, why should someone be an officer? E.g., you get to work with attorneys, not just see them at events, etc. What are the key points you want to convey?
☐ Quality vs. quantity: A smaller number of dedicated officers is better than a large number of undedicated officers
☐ ACTION ITEM #1—Decide who is responsible for recruiting whom
☐ ACTION ITEM #2 State three concrete recruiting steps your LSO is going to take:
__________________________________________________________________________
__________________________________________________________________________
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Voting
☐ Decide who your electorate is
    - People who show up at meetings (are you taking roll?)
    - People who signed up on the membership list at Club Day?
    - People who paid dues? Etc.
☐ Decide if your LSO wants live or online elections: think about pros/cons of each “stacking of deck” has been known to happen at in-person elections
☐ ACTION ITEM 1: Define your electorate
☐ ACTION ITEM 2: Assign a person to execute a live or on-line election, e.g., Survey monkey or Doodle to create an online election

Timing/Scheduling
☐ Hold elections before spring break to allow transition time when officers overlap and newly elected can shadow and assist experienced officers. This will make budget planning and transition easier instead of a handoff during spring exams or summertime.
☐ Official change over occurs at the end of April (new officers do not take office until this point)
☐ ACTION ITEM #1: Work backwards from spring break to create a schedule for all of these tasks