

# UTLA Chapter Election Committee Checklist 2017-2018

*(To be used by the appointed Election Committee)*

**Chapter:**

**Election Committee Chair:**

1. Date the Election

Committee Appointed by  
Chapter Chair:

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2. Date the Nomination Form  
Distributed (keep a copy)

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3. Date and Location that the  
Timeline was Posted (keep  
a copy)

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4. Polling Location(s) and  
Date(s)

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5. Date and Location of Ballot  
Count

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6. Vote Tally (attach Tally  
Sheet or Report Form)

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7. Date and manner that  
Notice of Chapter Chair  
Election sent to UTLA  
(keep a copy)

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8. Person securing Ballot Box  
during election

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9. Person securing ballots and  
materials after election

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