

Board Election Voting Procedures

Dear [Organization Members],

We are pleased to inform you that the voting process for the upcoming board election will commence on [Start Date] and will conclude on [End Date]. Below are the detailed procedures for participating in the election:

Voting Eligibility

All members who are [eligible criteria] are entitled to vote. Please ensure your membership is current before the voting period begins.

Voting Methods

- **In-Person Voting:** Voting will be available at [Location] on [Dates/Times].
- **Mail-In Voting:** To vote by mail, please complete the ballot enclosed with this letter and return it to [Mailing Address]. All ballots must be postmarked by [Deadline].
- **Online Voting:** Members may cast their votes online by visiting [Website Link] during the voting period.

Ballot Information

Each voter will receive [number/type of ballots]. Please read the instructions carefully before casting your vote. Ensure your ballot is completed and submitted according to the methods outlined.

Important Dates

- **Voting Start Date:** [Start Date]
- **Voting End Date:** [End Date]
- **Election Results Announcement:** [Announcement Date]

If you have any questions or need further assistance, please contact [Contact Information]. Thank you for your participation in our board election.

Sincerely,
[Your Name]
[Your Position]
[Organization Name]