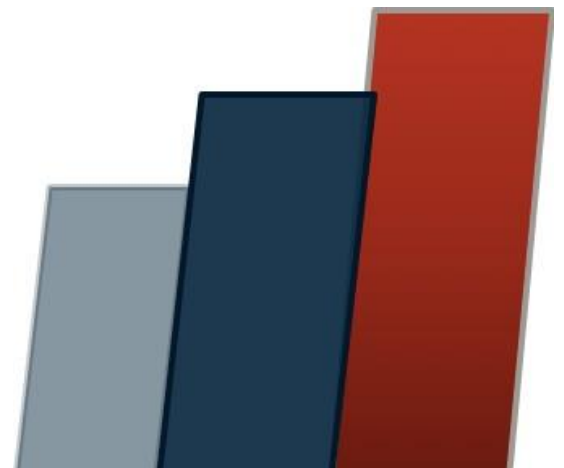




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National Officer Caucus & Election Procedures

For the 2020-2021 Membership Year



Primary Election (Secondary)

Tuesday, May 5 – Wednesday, May 6, 2020

The Primary Election schedule has been adjusted in order to respect and accommodate varying virtual learning and work schedules of all voting delegates. This will also reduce the time commitment for voting on Thursday, May 7.

After further consideration by the Board of Trustees, the Primary Election will be open to all active Secondary student members. Secondary student members can vote at vote.bpa.org. The Primary Election will open on Tuesday, **May 5, 2020, at 8:00 a.m. ET, and remain open until 4:00 p.m. ET on Wednesday, May 6, 2020.** All Secondary members may only cast one voting ballot and may not cast a vote on behalf of another member.

All candidate recorded speeches **are** available online at candidates.bpa.org in order to offer voters a final review of candidate platforms and credentials.

The top ten (10) candidates of the Primary Election will become finalists and advance to the General Election which will be held on May 7, 2020.



State Caucus / General Election

Due to our National Officer election process being fully electronic this year, we have made the decision to have split caucus sessions for several reasons, including:

- To allow State Advisors that manage both Secondary and Post-secondary Divisions to be available for both caucus sessions.
- To help increase the chances of caucusing to remain on schedule. By only having nine (9) Secondary and seven (7) Post-secondary states caucusing at one time, it is our hope to reduce the number of people that may experience connectivity issues or other technological problems.
- To allow our candidates a small break throughout the process.
- To eliminate or minimize the dead time that state caucus sessions historically experience.
- To make the caucusing process more equitable to all candidates.

Caucusing Details

The primary purpose of the caucus session is to allow state associations one last opportunity to learn more about each of the finalists and help voting delegates validate the candidates they plan to vote for. Voting delegates are encouraged to visit candidates.bpa.org to learn about all of the candidates prior to voting in both the Primary Election and General Election.

Additionally:

- Each state association will receive a secure UberConference video link.
- The State Advisor, voting delegates, candidates, campaign managers, **Coordinators, Alternate Voting Delegates, and moderators** are the ONLY people allowed to enter the virtual caucus room. **Please limit the participants to only those participating in the General Election due to technology constraints. You are welcome to invite State and National Board members at your discretion.**
- The Head Voting Delegate for each state association will be responsible to conduct roll call of voting delegates and alternates prior to the start of the caucus session. The moderator will then verify the official count.
- **Moderators must return a signed Moderator Verification Form via DocuSign to Ms. Brigitte Bethea at bbethea@bpa.org no later than 15 minutes after Roll Call is completed. Not returning this form will result in a State Association forfeiting all votes.**
- Each voting delegate is required to enable their internal or external camera in order for votes to be counted.
- All voting delegates must be accounted for before the caucus session begins and remain present throughout the entire caucus session. Any voting delegate that is not present and is not replaced with an alternate will result in a lost vote.
- Voting delegates will NOT be allowed to enter the room after the caucus session has started.

National Officer Caucus & Election Procedures

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- A moderator will be assigned to each state caucus room to help ensure that caucusing stays on schedule. Please know that national staff conducted a thorough process when identifying moderators to help ensure a fair and impartial process.
- The duties of the moderator include:
 - Recording the official voting delegate count in each caucus session
 - Allowing candidates to enter the caucus session they are managing
 - Utilizing the "Lock Feature" to control traffic flow of candidates
 - Strictly adhering to the allotted five (5) minutes that each candidate receives
 - Reporting any inappropriate or unusual behavior to Ms. Brigitte Bethea
- Candidates will have appointments at all state caucuses to answer any questions voting delegates may have prior to the General Election vote. States must stay within the five-minute time limit for the candidate, as measured by the room moderator.
- Candidates will have two (2) minutes to transition between virtual caucus rooms.
- The State Advisor or designate must be present and is responsible for making sure that questions asked are appropriate.
- Head voting delegates from each state association will receive a list of the candidates that received the Merit Scholar award.
- The State Advisor for each chartered state association will receive the login credentials for their voting delegates, which will be used to cast their vote in the General Election.



Caucus Sessions

Session 1: Thursday, May 7, 2020 | 7:30 p.m. ET

Please be advised that all caucus times listed are based on Eastern Time, so be sure to adjust your schedule to reflect the time zone in which your state is located. There are nine (9) Secondary state associations and seven (7) Post-secondary state associations scheduled.

- Session 1 Secondary Division caucusing will begin promptly at 7:30 p.m. ET and is scheduled to conclude at 8:38 p.m. ET.
- Session 1 Post-secondary Division caucusing will begin promptly at 7:30 p.m. ET and is scheduled to conclude at 8:17 p.m. ET.
- To keep things equitable, each state association's secure UberConference caucus room will close only a few minutes after the final candidate has left your room. If you feel that you need additional time to discuss candidates with your voting delegates, you will be responsible for scheduling a separate meeting for that purpose.
- It is highly recommended that state caucus participants arrive to the virtual caucus room at least 15-minutes prior to the start of caucusing. The voting delegate roll call must occur five (5) minutes prior to the first candidate's arrival.
- All of our eastern state associations were placed in Session 1.
- Should a state association not show up for their assigned caucus time, no changes will be made to the schedule. Those state caucus times will remain open and votes for that state will be lost.
- Each state association is given a strict five (5) minutes with each candidate, which begins when they enter your caucus room.
- We kindly ask that you respect the schedule and refrain from requesting to be moved to the opposite session or any other special accommodations.
- The complete schedule is attached.

Caucus Sessions

Session 2: Thursday, May 7, 2020 | 9:00 p.m. ET

Please be advised that all caucus times listed are based on Eastern Time, so be sure to adjust your schedule to reflect the time zone in which your state is located. There are nine (9) Secondary state associations and seven (7) Post-secondary state associations scheduled.

- Session 2 Secondary Division caucusing will begin promptly at 9:00 p.m. ET and is scheduled to conclude at 10:08 p.m. ET.
- Session 2 Post-secondary Division caucusing will begin promptly at 9:00 p.m. ET and is scheduled to conclude at 9:47 p.m. ET.
- To keep things equitable, each state association's secure UberConference caucus room will close only a few minutes after the final candidate has left your room. If you feel that you need additional time to discuss candidates with your voting delegates, you will be responsible for scheduling a separate meeting for that purpose.
- It is highly recommended that state caucus participants arrive to the virtual caucus room at least fifteen (15) minutes prior to the start of caucusing. The voting delegate role call must occur five (5) minutes prior to the first candidate's arrival.
- Should a state association not show up for their assigned caucus time, no changes will be made to the schedule. Those state caucus times will remain open and votes for that state will be lost.
- Each state association is given a strict five (5) minutes with each candidate, which begins when they enter your caucus room.
- We kindly ask that you respect the schedule and refrain from requesting to be moved to the opposite session or any other special accommodations.
- The complete schedule is attached.

General Election Voting Details

We will be utilizing the online voting platform vote.bpa.org to conduct the voting process. Each State Advisor will receive the login credentials for each of their voting delegates. Instructions will also be provided on how to login and complete yourvote.

Once all voting delegates have been verified in both sessions, the General Election will be open for voting. Voting will be open at approximately 9:00 p.m. ET and close promptly at 10:35 p.m. ET. It is recommended that Session 1 voting delegates cast their vote once the General Election opens, and Session 2 voting delegates vote at the conclusion of the Session 2 caucusing. All votes will be tabulated promptly, and should a run-off ballot be required, it will be communicated as quickly as possible. Our goal is to conclude the voting process by 11:00 p.m. ET.

Additionally:

- If your state participated in Session 1, please report back to your virtual caucus room by 10:30 p.m. ET to in the event that a run-off vote is necessary. Voting delegates will need to be re- verified prior to additional voting.
- Each Secondary voting delegate may vote for up to six (6) candidates. ~~The voting process will continue until up to six (6) candidates achieve majority vote.~~
- Each Post-secondary voting delegate may vote for up to four (4) candidates. ~~The voting process will continue until up to four (4) candidates achieve majority vote.~~
- There will only be **one** run off election for Secondary and Post-secondary if needed.

FAQs

Q: What considerations are provided to those state associations assigned to Caucus Session 2, given that they will not get as much time to discuss candidates prior to having to cast their votes?

A: Ideally, each voting delegate should arrive to the caucus session with a pretty good idea of the candidates that they feel are most qualified or they wish to vote for. This of course would be based on information gathered by reviewing candidate profiles and speeches available at candidates.bpa.org, as well as information obtained by following social media campaigning. If you feel that your state association requires additional time to discuss candidates, you may want to consider scheduling your own meeting with them prior to your caucus session beginning.

Q: If one of my voting delegates loses connectivity during the caucus session, will they be allowed back in?

A: Yes, as long as they were present for roll call at the start of the caucus session. However, should they get disconnected during the middle of a candidate's five (5) minute allotted time, the moderator will let them back in the room during one of the periods of two-minute transition time only. It is our intention to limit the distractions for our candidates.

Q: What if a candidate loses connectivity during their caucus session?

A: Should a candidate lose connectivity, the moderator will make note of the time and candidates should log back in as quickly as possible. The moderator will then permit the candidate back into the room and allow them to continue their time where it was stopped upon disconnect until five (5) minutes has been reached.

Q: If a voting delegate inadvertently or accidentally submits their Primary or General Election vote prematurely, will you reset their login?

A: No. It is very crucial that voting delegates use extreme care and caution when casting their vote to ensure they do not make a mistake.

Q: When will state associations and candidates receive their complete caucus schedule showing candidate interview times?

A: State Advisors and officer candidates will receive their schedule via email no later than 8:00 p.m. ET on Wednesday, May 6.



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Secondary National Officer Election Caucus Schedule

Session 1: 7:30 PM to 8:38 PM EST

State Association	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10
Delaware	7:30 PM	8:33 PM	8:26 PM	8:19 PM	8:12 PM	8:05 PM	7:58 PM	7:51 PM	7:44 PM	7:37 PM
Florida	7:37 PM	7:30 PM	8:33 PM	8:26 PM	8:19 PM	8:12 PM	8:05 PM	7:58 PM	7:51 PM	7:44 PM
Illinois	7:44 PM	7:37 PM	7:30 PM	8:33 PM	8:26 PM	8:19 PM	8:12 PM	8:05 PM	7:58 PM	7:51 PM
Indiana	7:51 PM	7:44 PM	7:37 PM	7:30 PM	8:33 PM	8:26 PM	8:19 PM	8:12 PM	8:05 PM	7:58 PM
Massachusetts	7:58 PM	7:51 PM	7:44 PM	7:37 PM	7:30 PM	8:33 PM	8:26 PM	8:19 PM	8:12 PM	8:05 PM
Michigan	8:05 PM	7:58 PM	7:51 PM	7:44 PM	7:37 PM	7:30 PM	8:33 PM	8:26 PM	8:19 PM	8:12 PM
Minnesota	8:12 PM	8:05 PM	7:58 PM	7:51 PM	7:44 PM	7:37 PM	7:30 PM	8:33 PM	8:26 PM	8:19 PM
Ohio	8:19 PM	8:12 PM	8:05 PM	7:58 PM	7:51 PM	7:44 PM	7:37 PM	7:30 PM	8:33 PM	8:26 PM
South Carolina	8:26 PM	8:19 PM	8:12 PM	8:05 PM	7:58 PM	7:51 PM	7:44 PM	7:37 PM	7:30 PM	8:33 PM

Session 2: 9:00 PM to 10:08 PM EST

State Association	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10
Alaska	9:00 PM	10:03 PM	9:56 PM	9:49 PM	9:42 PM	9:35 PM	9:28 PM	9:21 PM	9:14 PM	9:07 PM
Idaho	9:07 PM	9:00 PM	10:03 PM	9:56 PM	9:49 PM	9:42 PM	9:35 PM	9:28 PM	9:21 PM	9:14 PM
National Virtual	9:14 PM	9:07 PM	9:00 PM	10:03 PM	9:56 PM	9:49 PM	9:42 PM	9:35 PM	9:28 PM	9:21 PM
Iowa	9:21 PM	9:14 PM	9:07 PM	9:00 PM	10:03 PM	9:56 PM	9:49 PM	9:42 PM	9:35 PM	9:28 PM
Kansas	9:28 PM	9:21 PM	9:14 PM	9:07 PM	9:00 PM	10:03 PM	9:56 PM	9:49 PM	9:42 PM	9:35 PM
Montana	9:35 PM	9:28 PM	9:21 PM	9:14 PM	9:07 PM	9:00 PM	10:03 PM	9:56 PM	9:49 PM	9:42 PM
New Mexico	9:42 PM	9:35 PM	9:28 PM	9:21 PM	9:14 PM	9:07 PM	9:00 PM	10:03 PM	9:56 PM	9:49 PM
Oklahoma	9:49 PM	9:42 PM	9:35 PM	9:28 PM	9:21 PM	9:14 PM	9:07 PM	9:00 PM	10:03 PM	9:56 PM
Texas	9:56 PM	9:49 PM	9:42 PM	9:35 PM	9:28 PM	9:21 PM	9:14 PM	9:07 PM	9:00 PM	10:03 PM



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Post-secondary National Officer Election Caucus Schedule

Session 1: 7:30 PM to 8:17 PM EST

State Association	P1	P2	P3	P4	P5
Alaska	7:30 PM	8:12 PM	8:05 PM	7:58 PM	7:51 PM
Idaho	7:37 PM	7:30 PM	8:12 PM	8:05 PM	7:58 PM
Iowa	7:44 PM	7:37 PM	7:30 PM	8:12 PM	8:05 PM
Kansas	7:51 PM	7:44 PM	7:37 PM	7:30 PM	8:12 PM
Oklahoma	7:58 PM	7:51 PM	7:44 PM	7:37 PM	7:30 PM
Texas	8:05 PM	7:58 PM	7:51 PM	7:44 PM	7:37 PM
Wisconsin	8:12 PM	8:05 PM	7:58 PM	7:51 PM	7:44 PM

Session 2: 9:00 PM to 9:47 PM EST

State Association	P1	P2	P3	P4	P5
Florida	9:00 PM	9:42 PM	9:35 PM	9:28 PM	9:21 PM
Massachusetts	9:07 PM	9:00 PM	9:42 PM	9:35 PM	9:28 PM
Michigan	9:14 PM	9:07 PM	9:00 PM	9:42 PM	9:35 PM
Minnesota	9:21 PM	9:14 PM	9:07 PM	9:00 PM	9:42 PM
Montana	9:28 PM	9:21 PM	9:14 PM	9:07 PM	9:00 PM
National Virtual	9:35 PM	9:28 PM	9:21 PM	9:14 PM	9:07 PM
Ohio	9:42 PM	9:35 PM	9:28 PM	9:21 PM	9:14 PM