

## Candidate Checklist

Once you have been approved as “Candidate” by the Election Committee (usually in February of the election year), you begin the second phase of your campaign. You will be sent a candidate announcement letter. It is important to keep that letter because it includes details that are not on this more general checklist.

It is a good idea to prepare the first two items on this list below in January before you know for certain that you have been approved as a candidate because they will be due shortly after your candidacy is announced.

The time frames below are intentionally vague because the deadlines vary somewhat each year. For the specific deadline dates for candidate statements, check your candidate announcement letter or inquire at [governance@uschess.org](mailto:governance@uschess.org).

Word counts are also approximate depending on how you have formatted your entry. Keep in mind that bulleted types of lists take up more space than a straight paragraph.

### As a candidate:

- Send a high resolution (300 dpi or higher) .jpg image of yourself, such as a professional portrait, to [governance@uschess.org](mailto:governance@uschess.org).
- Write a 150-word candidate statement and provide it to [governance@uschess.org](mailto:governance@uschess.org) within the first week of February.
- Write an approximately 400-word candidate statement and provide it to [governance@uschess.org](mailto:governance@uschess.org) within the first week of March.
- Write an approximately 400-word candidate statement and provide it to [governance@uschess.org](mailto:governance@uschess.org) by the second week of April.
- Candidates who plan to send out campaign material by post need to request a mailing list from [governance@uschess.org](mailto:governance@uschess.org) by May 15 for delivery of the list on June 1. Ballots are in the mail by June 10, so you want to be sure you’re ready to send out to voters before that date.
- The vote count day is usually in mid-July. The Election Committee announces the election results once they have received them from the election teller.
- Election results only become official once the delegates have voted on them at the annual meeting. As a candidate, you should hold that date open (usually in late July or early-mid August) so that you can attend.
- The first meeting of the new board occurs directly after the annual meeting.