Candidate Checklist

Once you have been approved as a "Candidate" by the Elections 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 general checklist.

It is a good idea to prepare the first two items on the 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 from year to year. For the specific deadline dates for candidate statements, check your candidate announcement letter or inquire at governance@uschess.org.

Word counts are also approximate depending on how you have formatted your entry. Keep in mind that bulleted lists take up more space than an unbulleted 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.
- ☐ Write a 150-word candidate statement and provide it to governance@uschess.org within the first week of February.
- ☐ Write an approximately 500-word candidate statement and provide it to governance@uschess.org within the first week of March.
- ☐ Write an approximately 500-word candidate statement and provide it to governance@uschess.org by the second week of April.
- ☐ Candidate campaign mailings can be sent to registered voters either by post or by email. The list of registered voters for a given year's election will not be available until May 6. To send campaign material by post, make the request by May 15 for mailing on June 1. For details on the **postal mailings**, see this document. For the candidate **email policy**, see this document.
- ☐ Balloting will be done electronically. E-mail notification that balloting is open will be sent by June 10 with the deadline for the ballots to be cast included.
- ☐ The vote count day is usually in mid-July. The Elections Committee announces the election results once they have received them from the election teller.
- ☐ Election results only become official once the delegates have certified 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.