**Nomination guidelines**

The Douglas County Sheriff’s Council has developed guidelines for initial election and for the replacement election of the DCSAC Chair and Vice Chair.

Each position is up for election every 3 years. The election will occur in May of each year unless the office is to become vacant inside the 3 year period. When nominations are open, any DCSAC member can nominate a candidate except they cannot nominate themselves. The nomination period will usually be a 30 day period unless the Council elects to modify the nomination period based upon need. If a known vacancy is to occur, a special election will occur within 30 days of a known vacancy after a nomination period closes. Also, the initial election for a Chair and Vice Chair will be decided by a vote of the Council members. The nomination of a candidate and the election vote will be done by email.

If there are more than two candidates for a position nominated, the top two candidates getting the most votes will be sent out for a second vote.

The results will be tabulated by the Secretary or nomination task force and notification of the results will be emailed out.

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**Sample email format**

Nomination - name of candidate

Position nominated person is to fill – i.e. Chair or Vice Chair

Council member making the nomination- name of council member

(10-10-2022)