*All areas in highlighted in YELLOW will need to be modified to fit the league’s needs. It’s important to reference your league’s constitution for relevant details.*

**League Notice of Meeting:**

Greetings XXXX Little League Membership,

*Due to the unprecedented circumstances presented by the coronavirus pandemic, Little League has authorized local leagues to hold their annual election remotely.*

For the expressed purposes of electing a Board of Directors for the upcoming season, we will hold nominations and submit ballots electronically in the following time frame.

Please note if the league is using an online platform to collecting election results:

*Example: XXXX LL will be using Survey Monkey to collect nominations and election results.*

|  |  |
| --- | --- |
| Notice of Meeting: Date and Time *Note: must offer additional 10 days to that listed in constitution.* | Notice and nomination emails sent to members opening nominations to the Board of Directors. |
| Nomination Deadline: Date and Time | Nominations to the Board of Directors is closed and a list of nominees will be sent via email to all members. |
| Election Ballot: Date and Time | Email is sent to members with a link for an electronic ballot. |
| Election Results: Date and Time | Ballot is closed. Results are shared with membership. |
| Board Votes on Position: Data and Time | Board to vote on position and share with membership. |