To: Members of ACESEO

From: click and type committee Chair name here

Nomination Committee

Subject: Nominations for Office in ACESEO

Dear Colleagues and Fellow Members:

It is time for us to elect new officers for ACESEO at the Annual May Conference. It is very important that we continue to elect competent and committed individuals to lead our organization. The following positions are available:

Vice President

Financial Secretary

Recording Secretary

Sargent-at-Arms

Treasurer

Chaplain

Parliamentarian

Reporter

If you would like to nominate someone for either of the positions listed above, please do so. However, make sure that you contact the person you plan to nominate and get their permission—first. All present officers can succeed themselves, with the exception of Mr. Kenneth Gamble, Mr. Themika Sims, Mr. Thomas Agee and Mr. Walter Harris. If you are presently serving as an officer and would like to be put on the ballot as a candidate, please contact me ASAP.

All nominations should be sent to me via e-mail or fax no later than click and type date here.

My e-mail address is click and type email address here and my fax number is click and type fax # here. If you have questions, please telephone me at click and type phone # here. Again, thanks for participating in this process and I look forward to a successful conference in click and add place and date here. By the way, it is customary that nominations be received from the floor during the business meeting, but you should still contact people in advance before nominating them. It will expedite the process of electing officers. Thanks again and I look forward to seeing you soon.

PS: You must be a member in good standing (dues paid) for 2001-2002 in order to vote or be considered for an office. So, if you haven’t paid your dues, please do so IMMEDIATELY.