January 20, 2021

Dear Membership:

Who would have, in their wildest imagination, thought I would be writing again this year to give instructions on how elections and installations would be held during COVID-19? Not me! Even with my insight (or insider information) would I have thought that things would be worse these many months later. That being said, following are the instructions that each chapter will need to follow. As per our Constitution and By-Laws, officers can not just be held over. Even though everyone may remain the same filings, elections and installations do need to take place.

1. For all steps below the calendar date that your chapter would be doing these steps in person shall be followed. If your ZOOM meeting is not on your meeting night but rather on the weekend to follow, that date is acceptable. For example, filings done in February, elections in March and Installations later in March or April.

2. Filings for elective office need to be done. Each person that intends to run for an elective chapter office must send a letter of intent to their chapter secretary.
   a. For those chapters holding ZOOM (etc.) meetings the chapter secretary will read the name of those persons who have filed for elective office. Those that do not attend the ZOOM meeting will be sent the list of filings electronically or via USPS.
   b. For those chapters not holding some type of electronic media meeting the filings will be sent to all members via electronic means or via USPS mailing.

3. For all uncontested filings, the Worthy Patron will instruct the chapter secretary at their stated Zoom meeting, via email or via USPS to announce the result of the elections.
4. For any contested filing, the Worthy Patron will instruct the chapter secretary to send out via email/USPS mailed the names of those that have filed and for which office. Within 10 days all ballots are to be returned to the Worthy Patron who will notify the chapter secretary of the results. The results will be emailed/USPS mailed to the membership.

5. Your chapter officers will be duly proclaimed installed on the date that would have been your installation. Your chapter secretary shall notify the Grand Secretary that this process has been completed when he/she files his/her monthly report.

6. At the first meeting once we are able to return to our chapters, the Obligation, Installation prayer and Proclamation MUST be done.

Star Love,

Pamela Lee
Worthy Grand Matron