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| 1. **NAME** of the resource / tool
 | **BSL Election Day PowerPoint Presentation** |
| 1. **WHAT** is the purpose of the resource / tool?
 | This PowerPoint serves as a visual to guide for conducting an election process in accordance with established bylaws.  |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | This document was developed for Best Start Lancaster. The content of the PowerPoint comes from First 5 LA’s parameters for the Best Start initiative (i.e. it has to be parent- led, etc…) and Best Start Lancaster bylaws. |
| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | 1. This tool is used on election day, when Partnership members vote to select Guidance Body members.
2. It is meant to used by group facilitators or leaders to who are overseeing the election process during a Community Partnership meeting.
3. No special skill set is needed but it is important to walk through the presentation as part of advance preparation.
4. Some of the slides contain the actual text from the bylaws, but it is not meant to be read word for word. Instead, the recommendation is to review the process and rules by summarizing key points while noting that the bylaws are readily available for reference.

This PowerPoint should be updated before every election as bylaws and candidates change, including the slides that reference the ballot. |
| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | Using a consistent process to run an election makes it a smoother experience for everyone. |