Step 1: Determine who is staying, who is leaving

- Commissioners determine if they plan to return to the role or not.
- The number of commissioners per sport will remain the same for this election, unless unique circumstances and communicated with HYAA beforehand.
- If all commissioners are returning, then their names will appear on the ballot, together with any other person nominated.
- If one or more commissioners are stepping down, nominees on the ballot will fill
 those roles being vacated, unless the number of nominees exceeds the number
 of open roles, at which point the election will be contested.

Step 2: Nominate

- Names of nominees are emailed to the HYAA office by an agreed deadline. A
 person can be nominated for a commissioner role by the following:
 - o An existing commissioner of the sport group
 - o An existing commissioner from outside the sport group
 - o A member of the HYAA board
 - o A self-nomination

Step 3: Review eligible voter list

- Review the list of eligible voters and contact the HYAA office with any questions, clarifications.
- Eligible voters are any member of the board, commissioners group, or township that have attended 5 or more HYAA meetings (April March).

Step 4: Vote

- Attend the April HYAA meeting and vote for the full slate of candidates
- At the meeting, those who are permitted to vote are handed the ballot and they vote anonymously.
- The office and HYAA board secretary tally the votes at the April meeting. The new commissioners take on their role at the September meeting.

^{*} Note, the above nomination/voting rules apply to the HYAA board and its members as well