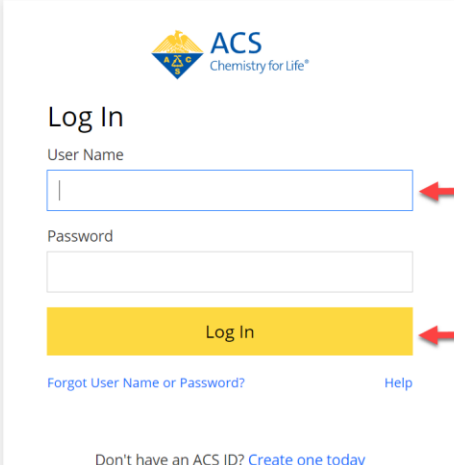


Completing the Officer Election Results Submission

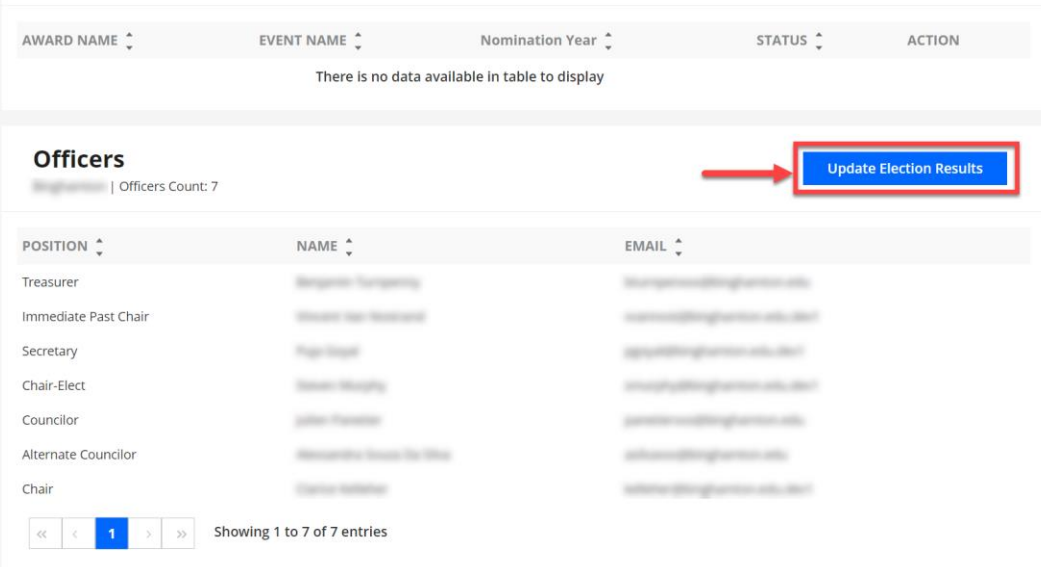
The Officer Election results submission form allows Divisions, Local Sections and International Chapters to enter the yearly officer positions electronically, and eliminates the use of the manual processes and increases efficiency.

Login to Community Connections from URL provided



The image shows a screenshot of the ACS login page. At the top is the ACS logo with the tagline "Chemistry for Life". Below the logo is the heading "Log In". There are two input fields: "User Name" and "Password". A yellow "Log In" button is positioned below the password field. Two red arrows point to the "User Name" field and the "Log In" button. Below the button are two links: "Forgot User Name or Password?" and "Help". At the bottom of the form, there is a link that says "Don't have an ACS ID? Create one today".

Once you're logged in, scroll down and find the **Officers** module. Click on 'Update Election Results' as shown below to start entering your results.



The image shows a screenshot of the "Officers" module in a web application. At the top, there is a table header with columns: "AWARD NAME", "EVENT NAME", "Nomination Year", "STATUS", and "ACTION". Below the header, a message states "There is no data available in table to display". Below this is the "Officers" section, which includes a sub-header "Officers" and a count "Officers Count: 7". A red arrow points to a blue button labeled "Update Election Results" which is highlighted with a red box. Below the button is a table with columns: "POSITION", "NAME", and "EMAIL". The table contains seven rows of officer information. At the bottom of the table, there is a pagination control showing "Showing 1 to 7 of 7 entries" with navigation arrows.

AWARD NAME	EVENT NAME	Nomination Year	STATUS	ACTION
There is no data available in table to display				
Officers Officers Count: 7				
				Update Election Results
POSITION	NAME	EMAIL		
Treasurer	Walter Torgans	wtorgans@acs.org		
Immediate Past Chair	David Lee	dlee@acs.org		
Secretary	Paul Hays	phays@acs.org		
Chair-Elect	David Hays	dahays@acs.org		
Councilor	John Hays	johhays@acs.org		
Alternate Councilor	Walter Torgans	wtorgans@acs.org		
Chair	David Hays	dahays@acs.org		

Officer Election Results Form

The Officer Election Results form is displayed. Here, officer positions are entered and submitted for approval:

NOTE: Any progress on form is saved via autosave feature. Work will be available next time you log in.

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Officer Election Results

Fill in the details and click add to save officer election results

If an officer does not appear in your roster below, please contact connection@acs.org
If you have questions regarding who is eligible or term limits, please contact secretary@acs.org

Select Position -Term Start Date- -Term End Date- Add

Position	ACS Member Name	Term Start Date	Term End Date	Action
Program Chair	[Redacted]	03-16-2022	06-13-2023	[Delete]
Editor	[Redacted]	11-16-2022	02-14-2023	[Delete]
Chair-Elect & Program Chair	[Redacted]	07-12-2022	01-05-2023	[Delete]
Chair-Elect	[Redacted]	06-15-2022	12-22-2022	[Delete]
Chair & Program Chair	[Redacted]	01-01-2022	07-20-2022	[Delete]
Chair	[Redacted]	02-10-2022	12-31-2022	[Delete]
Alternate Councilor	[Redacted]	11-01-2022	05-01-2023	[Delete]
Councilor	[Redacted]	01-01-2022	12-31-2022	[Delete]

Showing 1 to 8 of 8 Results

I confirm that the above positions have been certified

Submit

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To add an officer select and complete the following sections on the form:

1. Officer Position
2. Officer Name
3. Term Start Date
4. Term End Date

Select **'Add'** when officer details are entered.

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LS

Programs > Officer Election Results

1 2 3 4

Fill in the details and click add to save officer election results ⓘ
 If an officer does not appear in your roster below, please contact connection@acs.org
 If you have questions regarding who is eligible or term limits, please contact secretary@acs.org

Select Position -Term Start Date-


Position	ACS Member Name	Term Start Date	Term End Date	Action
Program Chair	[Redacted]	03-16-2022	06-13-2023	<input type="button" value="Delete"/>

Officer Position

All thirteen (13) available officer positions are listed as follows:

1. Councilor
2. Alternate Councilor
3. Chair
4. Chair & Program Chair
5. Chair-Elect
6. Chair-Elect & Program Chair
7. Editor
8. Program Chair
9. Secretary
10. Secretary-Treasurer
11. Treasurer
12. Vice-Chair
13. Vice-Chair-Elect








Select desired position by selecting the '**Select Position**' drop-down field. The selected position will appear.

Fill in the details and click add to save officer election results 

If an officer does not appear in your roster below, please contact connection@acs.org

If you have questions regarding who is eligible or term limits, please contact secretary@acs.org


Councilor -Term Start Date- -Term End Date-

Position	ACS Member Name	Term Start Date	Term End Date	Action
Councilor	[blurred]	03-16-2022	06-13-2023	
Chair	[blurred]	11-16-2022	02-14-2023	
Chair-Elect	[blurred]	07-12-2022	01-05-2023	
Editor	[blurred]	06-15-2022	12-22-2022	
Program Chair	[blurred]	01-01-2022	07-20-2022	
Chair & Program Chair	[blurred]	02-10-2022	12-31-2022	
Alternate Councilor	[blurred]	11-01-2022	05-01-2023	

Officer Name

The officer field allows for searching members by name. Select the 'Type name for active ACS members' drop-down field and start typing an officer's name to search. Once the officer's name appears; select their name. The selected officer name will appear.








NOTE: Only chapter members in good standing and with an active membership will appear when searching for an officer's name.

Fill in the details and click add to save officer election results 

If an officer does not appear in your roster below, please contact connection@acs.org

If you have questions regarding who is eligible or term limits, please contact secretary@acs.org

Councilor -Term Start Date- -Term End Date-

Position	ACS Member Name	Term Start Date	Term End Date	Action
Program Chair	[blurred]	03-16-2022	06-13-2023	
Editor	[blurred]	11-16-2022	02-14-2023	
Chair-Elect & Program Chair	[blurred]	07-12-2022	01-05-2023	
Chair-Elect	[blurred]	06-15-2022	12-22-2022	
Chair & Program Chair	[blurred]	01-01-2022	07-20-2022	
Chair	[blurred]	02-10-2022	12-31-2022	
Alternate Councilor	[blurred]	11-01-2022	05-01-2023	

Term Start Date

The term start date field sets a date for when an officer will start their term. Select the 'Term Start Date' calendar field to select an officer's start date. The selected start date will appear.

Fill in the details and click add to save officer election results ⓘ

If an officer does not appear in your roster below, please contact connection@acs.org
If you have questions regarding who is eligible or term limits, please contact secretary@acs.org

Councilor -Term Start Date- -Term End Date-

Position	ACS Member Name	Term Start Date	Term End Date	Action
Program Chair	[Redacted]			<input type="button" value="🗑️"/>
Editor	[Redacted]			<input type="button" value="🗑️"/>
Chair-Elect & Program Chair	[Redacted]			<input type="button" value="🗑️"/>
Chair-Elect	[Redacted]			<input type="button" value="🗑️"/>
Chair & Program Chair	[Redacted]			<input type="button" value="🗑️"/>
Chair	[Redacted]			<input type="button" value="🗑️"/>
Alternate Councilor	[Redacted]	11-01-2022	05-01-2023	<input type="button" value="🗑️"/>

Term End Date

The term end date field sets a date for when an officer will end their term. Select the 'Term End Date' calendar field to select an officer's end date. The selected start date will appear.

Fill in the details and click add to save officer election results ⓘ

If an officer does not appear in your roster below, please contact connection@acs.org
If you have questions regarding who is eligible or term limits, please contact secretary@acs.org

Councilor -Term Start Date- -Term End Date-

Position	ACS Member Name	Term Start Date	Term End Date	Action
Program Chair	[Redacted]	03-16-2022		
Editor	[Redacted]	11-16-2022		
Chair-Elect & Program Chair	[Redacted]	07-12-2022		
Chair-Elect	[Redacted]	06-15-2022		
Chair & Program Chair	[Redacted]	01-01-2022		
Chair	[Redacted]	02-10-2022		
Alternate Councilor	[Redacted]	11-01-2022	05-01-2023	<input type="button" value="🗑️"/>

NOTE: When selecting term dates; the term end date cannot be before the term start date.

Fill in the details and click add to save officer election results

If an officer does not appear in your roster below, please contact connection@acs.org
 If you have questions regarding who is eligible or term limits, please contact secretary@acs.org

Chair 11/3/2021 10/3/2021

Position	ACS Member Name	Term Start Date	Term End Date	Action
Program Chair	George J. Berninger Jr	03-16-2022	06-13-2023	

Error
 Term EndDate should be greater than Term StartDate

Once all officer details are complete, select 'Add.'

Fill in the details and click add to save officer election results

If an officer does not appear in your roster below, please contact connection@acs.org
 If you have questions regarding who is eligible or term limits, please contact secretary@acs.org

Councilor 11/1/2021 11/9/2022

Position	ACS Member Name	Term Start Date	Term End Date	Action
Program Chair	George J. Berninger Jr	03-16-2022	06-13-2023	
Editor	George J. Berninger Jr	11-16-2022	02-14-2023	
Chair-Elect & Program Chair	George J. Berninger Jr	07-12-2022	01-05-2023	
Chair-Elect	George J. Berninger Jr	06-15-2022	12-22-2022	
Chair & Program Chair	George J. Berninger Jr	01-01-2022	07-20-2022	
Chair	George J. Berninger Jr	02-10-2022	12-31-2022	
Alternate Councilor	George J. Berninger Jr	11-01-2022	05-01-2023	

When an officer is added, the officer's name will appear on the first row of the positions table.

Fill in the details and click add to save officer election results


If an officer does not appear in your roster below, please contact connection@acs.org
 If you have questions regarding who is eligible or term limits, please contact secretary@acs.org

Councilor 11/1/2021 11/9/2022



Position	ACS Member Name	Term Start Date	Term End Date	Action
Program Chair	George J. Berninger Jr	03-16-2022	06-13-2023	
Editor	George J. Berninger Jr	11-16-2022	02-14-2023	
Chair-Elect & Program Chair	George J. Berninger Jr	07-12-2022	01-05-2023	









Deleting Officer Positions

When deleting an officer position, select the trash bin icon. The selected officer position will be deleted from the positions table

Fill in the details and click add to save officer election results 








If an officer does not appear in your roster below, please contact connection@acs.org
If you have questions regarding who is eligible or term limits, please contact secretary@acs.org

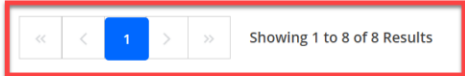

Councilor 11/1/2021  11/9/2022 

Position	ACS Member Name	Term Start Date	Term End Date	Action
Program Chair	George J. Hennings Jr	03-16-2022	06-13-2023	 
Editor	Emily A. Fisher	11-16-2022	02-14-2023	
Chair-Elect & Program Chair	Ken Coakley	07-12-2022	01-05-2023	
Chair-Elect	David P. Brennan	06-15-2022	12-22-2022	
Chair & Program Chair	Shirley L. Stoney	01-01-2022	07-20-2022	
Chair	James W. DeLoach, Jr	02-10-2022	12-31-2022	
Alternate Councilor	Jacqueline Bennett	11-01-2022	05-01-2023	

Pagination

Chapters can have multiple positions. The Officers Election Results form is equipped with a navigation toolbar for paging.

Editor	Emily A. Fisher	11-16-2022	02-14-2023	
Chair-Elect & Program Chair	Ken Coakley	07-12-2022	01-05-2023	
Chair-Elect	David P. Brennan	06-15-2022	12-22-2022	
Chair & Program Chair	Shirley L. Stoney	01-01-2022	07-20-2022	
Chair	James W. DeLoach, Jr	02-10-2022	12-31-2022	
Alternate Councilor	Jacqueline Bennett	11-01-2022	05-01-2023	
Councilor	George J. Hennings Jr	01-01-2022	12-31-2022	

I confirm that the above positions have been certified

Submitting Form for Approval

Once all officers are added to a chapter's Officers Election Results form, the form is ready for submission. Check the '**I confirm that the above positions have been certified**' checkbox.

Editor	Emily A. Miller	11-16-2022	02-14-2023	
Chair-Elect & Program Chair	Sam Trumble	07-12-2022	01-05-2023	
Chair-Elect	Samuel P. Brannon	06-15-2022	12-22-2022	
Chair & Program Chair	Samuel P. Brannon	01-01-2022	07-20-2022	
Chair	Samuel P. Brannon	02-10-2022	12-31-2022	
Alternate Councilor	Samuel P. Brannon	11-01-2022	05-01-2023	
Councilor	Samuel P. Brannon	01-01-2022	12-31-2022	

Showing 1 to 8 of 8 Results

I confirm that the above positions have been certified

Submit

Select '**Submit**' to send officer election results to the Secretary's Office for approval. Once officer election results are submitted, changes cannot be made without the help of the Secretary's Office.

Editor	Emily A. Miller	11-16-2022	02-14-2023	
Chair-Elect & Program Chair	Sam Trumble	07-12-2022	01-05-2023	
Chair-Elect	Samuel P. Brannon	06-15-2022	12-22-2022	
Chair & Program Chair	Samuel P. Brannon	01-01-2022	07-20-2022	
Chair	Samuel P. Brannon	02-10-2022	12-31-2022	
Alternate Councilor	Samuel P. Brannon	11-01-2022	05-01-2023	
Councilor	Samuel P. Brannon	01-01-2022	12-31-2022	

Showing 1 to 8 of 8 Results

I confirm that the above positions have been certified

Submit

NOTE: The 'Submit' button will not be available if the 'I confirm that the above positions have been certified' checkbox is NOT checked.

NOTE: Contact the Secretary's Office at secretary@acs.org for questions regarding position acceptance and/or submission changes.