



AMERICAN CLUB OF LISBON

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October 24, 2023

Dear ACL Members,

We hope you are well.

The Board of Directors of the American Club of Lisbon, which has broad powers as defined in the ACL Statutes (see the ACL website <https://americancluboflisbon.com>), and the Fiscal Committee are elected by its members for a term of three years. The term of the current Board of Directors and the Fiscal Committee Members expires on December 31, 2023. The Club therefore has to organize new elections, and we have been selected by the President to act as the ACL Election Committee. It is our responsibility to organize the election for the ACL Board of Directors and Fiscal Committee Members to serve from January 1, 2024 to December 31, 2026. This letter launches the election process, which will end with the actual election to be held at an Electoral Assembly of the Members, on December 14, 2023.

If you will have been a member in good standing for two or more years by December 14, 2023, you are eligible and invited to vote electronically either in person at the Electoral Assembly or beforehand. To make sure the ACL can record your vote, please update your mailing and email address by sending them to Anne Taylor at executivedirector@americancluboflisbon.com.

Anyone who has been an ACL Member in good standing for two or more consecutive years on December 14, 2023 is eligible to run for the Board of Directors or the Fiscal Committee and this letter invites applications. If you want to present yourself as a candidate, please inform us by email by midnight Tuesday, October 31 to electioncommittee2023@americancluboflisbon.com, with a copy to executivedirector@americancluboflisbon.com,

The Election Committee will verify the eligibility of each candidate and will refuse any candidates that have violated their membership duties or that submitted their candidacy after the deadline date. After receipt and verification of candidates by November 7, 2023, each candidate will receive a one-page application form via e-mail to complete and return with a photograph by e-mail to electioncommittee2023@americancluboflisbon.com with a copy to executivedirector@americancluboflisbon.com, by November 13, 2023. Due to privacy considerations, the address of candidates will not appear on the candidate statement.



The President of the Board of Directors must be a U.S. citizen. Any candidate for President must include a copy of a US passport with a presentation of their candidacy. American voters or American candidates for other Board positions do not need to prove their citizenship. According to the Statutes of the ACL, candidates for President must present a list of three Board candidates, including themselves. All other Board candidates present themselves individually. The Candidates for the Fiscal Committee -made up of three members, one of whom is President- must create a list of three candidates, and identify the one who will be the President.

Applications must include a motivation letter or other document explaining why you want to be a Board Member and what do you plan to contribute as Board Member.

The following elections schedule applies:

October 31, 2023 - Deadline for ACL Board candidate applications.

November 1 to November 6, 2023 – The Election Committee verifies the individual candidates and the lists of candidates and informs the members of the approved lists

November 7, 2023 – Approved candidates receive application form.

November 13, 2023 – Application forms received by election committee and communicated to ACL Members.

November 14 – December 14, 2023 – members vote electronically.

December 14, 2023 – Electoral Assembly and deadline for electronic voting, vote counting and announcement by the Election Committee of the results of the Election.

If you have questions, please email Anne or the ACL Election Committee by e-mail to electioncommittee2023@americancluboflisbon.com

Kind regards,

ACL Election Committee:

Catarina d'Orey

Guilherme Prudêncio de Figueiredo

Luís de Lima Pinheiro