**When will I receive my ballot?**

If you live in the UK, your ballot paper and candidate statements, along with a UK reply-paid envelope, will be sent with your Autumn copy of *The Author*. If you live overseas, you will receive your voting materials along with an international reply-paid envelope.

Joint UK members who usually receive one copy of *The Author* will receive two copies each containing ballot materials.

Only postal votes are eligible.

**Where will my ballot be sent?**

Ballot materials will be sent to the address that we have for you on our database, along with your copy of *The Author*.

**Who is entitled to vote in the Management Committee elections?**

Only Full Members are entitled to vote. So, if you are an Associate Member, you will not have received a ballot paper.

**I am an Associate Member. Can I upgrade to Full Membership for the elections?**

Unfortunately not. We write to Associate members every year inviting them to upgrade to Full Membership if they are eligible and wish to stand or vote in our annual elections. The annual deadline to upgrade in time for the Management Committee elections is 15 April.

If you would like to upgrade to Full Membership ahead of our 2023 elections, you can do so [on our website](https://www2.societyofauthors.org/upgrade-membership/).

**I haven’t received a ballot paper, but I am eligible to vote.**

If you are a Full Member, we can send you a replacement ballot paper. Please email **membership@societyofauthors.org** to request a replacement.

**I’ve lost my ballot paper / I’ve spoiled my ballot paper.**

We are happy to send you a replacement. Please email **membership@societyofauthors.org** to request a new ballot paper.

**I have received my ballot paper but I haven’t got the candidate statements.**

These are available to view on the website. Read the candidate statements here [add link]

**I haven’t got a pre-paid envelope.**

If you live in the UK, simply send your completed ballot form to FREEPOST, CIVICA ELECTION SERVICES. If you live overseas, you will need to add postage and add UK to the address.

**Please do not send your ballot paper to the SoA offices in Bedford Row as we do not manage the elections and your vote may not count.**

**Why can’t I vote online?**

As a non-affiliated trade union, the Society of Authors elections are managed under trade union governance. Following a government consultation regarding voting online in Trade Union elections, we have been advised by Civica – who manage the elections for us – that we cannot offer online voting.

**When does voting close?**

Ballot papers must be received by Civica at **12 noon (BST) on Wednesday 26 October**.