

2017 CCEA Elections Calendar

Due Date	Action Required	Assigned to:
9/12/16	Contact Daniel McArthur, CPA, to act as clearinghouse for ballots	Marianne (Done)
9/14/16	Renew BRM permit for Elections envelopes (#1142)	Marianne (Done)
10/13/16	Election Committee reviews Election Procedures	Committee
8/1/16	Create a list of Delegate holdovers and terms and mail merge letter	Marianne (Done)
10/25/16	Present proposed 2017 Standing Election Procedures to the AR Council for review	Chairperson (Done)
11/1/16 - 11/4/16	Mail status notification letters to RA Representatives and DA Delegates.	Marianne (Done)
11/1/16	Determine Open Positions for publishing in <i>October/November</i> issue of the <i>CCEA Express</i>	Marianne/ Communications (DONE)
11/4/16	Order Scantron sheets and #10 & #9 envelopes for ballot mailing, increase quantity to prepare for run-off	Marianne (Done)
11/29/16	AR Council takes action on 2017 CCEA Standing Election Procedures. Nominations Open. Have table with copies of the procedures and nomination forms.	Election Chairs: introduces Committee (Done)
11/30/16	Place adopted procedures and nomination forms on CCEA Website and extra copies at the front desk.	Communications / IT Dept
11/30/16	Keep (book) list of all nominations	Marianne
12/1/16	Count from NSEA due	Marianne
12/9/16	Candidate Video Speeches Due	
12/10/16	Committee Chairs prepare post-it sheets for received nominations (to be posted in the front desk area @ CCEA)	Committee Chairpersons
12/13/16	Nominations and speeches at AR Council meeting (have label request form ready for candidates). Need camera for pictures	Vikki/Marianne
12/13/16	Nomination forms accepted @ CCEA Offices until 1:00 pm. After 1:00 pm nominations must be submitted at the AR Council meeting on 12-13-16.	Members
12/13/16	Candidate Workshop at AR Council meeting	Committee
12/12/16 - 12/14/16	Pictures taken for Elections Newsletter	Communications
12/12/16 - 12/15/16	Candidates purchase election labels -- must allow 3 days from order date	
12/15/16	Candidate deadline to submit article, verification of post-probationary status. Deadline time: 3:30 pm See 2017 Election Procedures for requirements / details.	Candidates

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12/15/16	Elections Committee reviews statements & videos and effects statement word count (deadline 3:30 pm - See 2017 Election Procedures). <u>Committee verifies nomination forms for each race.</u>	Committee
12/16/16	Last day for candidate withdrawal (by 4:30 pm)	Candidates
12/16/16-12/21/16	Typeset and proof the 2016 Elections Newsletter, Instructions Sheet, and Ballots	Marianne / Communications
12/16/16	Verify funds availability on bulk & BRM accounts	Marianne
1/5/17	Committee Chairperson to sign off on Newsletter, Master Ballot & Instructions (4:30 pm)	Committee
1/5/17	Create database for ballot and newsletter mailing	Amber (Comm) / IT: Eric & George
1/6/17	Release ballot versions, instruction sheet, and newsletter for printing	Marianne/Comm unications
01/6/17 - 1/12/17	Printing production of ballot versions, instruction sheet, and newsletter	Communications
1/13/17	Provide IT dept. sample ballots and listing for Scantron programming and testing	Amber (Comm) /Eric (IT)
01/13-22/17	Ballot, instruction sheet, newsletter, and envelopes go to mail processing	Eric
1/13/17	Mail Election newsletter and post PDF link on website	Communications
Date changed by Co-chairs to 1/19/17	Election ballot trays and logs delivered to CCEA by 10:00 am	Marianne / Committee
Date changed by Co-chairs to 1/19/17	Log envelope number & mail ballots via BULK MAIL to members' home addresses	Committee
1/23/17	Publish Election Calendar in <i>Jan/Feb CCEA Express</i>	Communications
1/31/17	Deadline on Count for NEA-RA Delegates to NSEA Reno (M. Stern)	Marianne
2/1/17	Test Scantron	Marianne/Eric (IT)
2/22/17	Set up computer and Scantron machine for Committee use	Eric
2/24/17	Ballots due by 4:00 pm to clearinghouse at Daniel McArthur, Ltd	From Membership
2/24/17	Pick-up ballots from Daniel McArthur, Ltd. @ 4:00 pm. Bring to CCEA	Committee
2/25/17	Count ballots & have: letter openers, name badges, observer rules, observer sign-in sheet (See 2017 Election Procedures for Observer rules), notepads.	Committee

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Due Date	Action Required	Assigned to:
2/25/17	Notify, by phone and writing, winners for CCEA Officers, Executive Board Members & NSEA Board of Directors. Results posted on CCEA door.	Committee Chairperson
2/27/17	Prepare materials for AR Council meeting	Marianne
2/28/17	AR Council Ratify election results and present runoff calendar if needed	AR Council
3/1/17	Post results on CCEA Website	Communications