

# 2017 CCEA Run-Off Election Calendar - PROPOSED

DATE	TASK	ASSIGNMENT
March 2, 2017	Run-off election ballot (voting instructions/candidate profiles) is prepared for Elections Committee review and approval	Angela Ammons
March 2, 2017	Election Committee reviews and signs off on run-off election ballot & materials	Chairperson
March 2, 2017	Database file is prepared to address ballot envelopes	IT
March 3 - March 8, 2017	Election materials (voting instructions/candidate profiles/ballot, outer envelope, and postage-paid return envelope) are printed, folded, collated, addressed, sealed	Angela Ammons /Processing Center
March 9, 2017	Elections Committee logs ballots and delivers ballot trays to the U.S. Post Office for first-class mail processing to member's latest home address on record	Committee/ Processing Center
March 9, 2017	Ballot box is delivered to Daniel McArthur, Ltd. for safekeeping of run-off election ballots	Angela Ammons
<b>March 24, 2017</b>	<b>Ballots are due by 4:00 pm at clearinghouse -- Daniel McArthur, Ltd. (501 S. Rancho Drive #E-30, Las Vegas, NV 89106)</b>	
March 24, 2017	Elections Committee Chairperson pick up ballots from Daniel McArthur, Ltd. and effects count at the CCEA offices	Chairperson
March 25, 2017	Elections Committee meets in CCEA boardroom to tabulate Run Off Ballots (Start time 10:00 a.m.)	Committee
March 25, 2017	Elections Committee Chairpersons notify winners by phone and posts results at the CCEA office	Chairpersons
March 28, 2017	Elections Committee presents run-off election results to the Association Representative Council for ratification	Committee
March 29, 2017	Run-off election results are posted on the CCEA website (www.ccea-nv.org)	Communications