2020 CCEA Elections Calendar

Due Date	Action Required	Assigned to:
9/2/19	Verify funds availability on bulk & BRM accounts	Angela
8/1/19 - 9/23/19	Election Committee reviews Election Procedures	Committee
9/24/19	Present proposed 2020 Standing Election Procedures to the AR Council for review	Chairperson
10/22/19	AR Council takes action on 2020 CCEA Standing Election Procedures.	Chairperson
11/6/19	Place adopted procedures and Open Seats on **CCEA Website and extra copies at the front desk.**	Angela / IT Dept
11/6/19	Mail status notification letters to Executive Board members and Officers terms seats Open.	Angela
11/19/19	Annoucmcnt of Open Seats @ ARC,	Chairperson
11/19/19	Communications to go out. "Save the date"Email/Social Media/ Nomination date announcement with Election procedures and calendar, open seats, link to update personal email. Email go out on the following dates, Nov 19 and Dec 2, 11, and 16.	Angela/IT
11/1/19	Online Elections Voting Confirmed	Angela/Eric (IT)
12/5/19	Candidate Orientation Thursday, 5:00pm - 7:00pm at CCEA Boardroom.	Committee
12/17/19 12/20/19	Labels can be requested at the December ARC meeting. The 2020 label request window will span from the Tuesday ARC meeting on December 17, 2019 through Friday, December 20, 2019 at CCEA close of business. A candidate must give written notice to CCEA to request mailing labels. CCEA will have the labels available within three business days from the written request being received. Printing of mailing labels will be from a membership roster dated December 17, 2019.	Angela
12/17/19	Candidates must submit a completed nomination form to the Elections Committee at the CCEA office no later than 6:00 p.m.,	Angela
12/17/19	2020 Election Nomination Forms will be held in the Election Binder.	Angela
12/17/19	Post sheets for received nominations in the front office	Angela
12/17/19	For all open positions for which candidates may be elected, the campaign period begins on December 17, 2019 at the close of the ARC meeting and will close on March 19, 2020.	
12/18/19	Create database for ballot and newsletter mailing	Angela
12/18/19	EMAIL/Social Media "Campaigning Now Open/Save the Date" Election date mailer sent out with links to Election calendar, procedures, personal email/address update	Angela
2/21/20	Last day for candidate withdrawal (by 5:00pm) Update to anytime in new section in procedures	Candidates

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Due Date	Action Required	Assigned to:
2/21/20	Candidate deadline to submit article and video link (by 4:30 pm) and verification of post-probationary status.	Candidates
2/23/20	Elections Committee reviews statements & videos and statement word count (9:00 am) CCEA Board Room	Committee
2/24/20 2/26/20	Typeset and proof the 2020 Elections Newsletter, Instructions Sheet, and Website.	Angela/ IT
2/25/20	Candidate speeches at AR Council meeting	Vikki/Angela
2/27/20	Committee Chairperson to sign off on Newsletter, Website & Instructions	Committee
2/28/20	Release newsletter for printing to LV Color	Angela
3/4/20	News Letter goes to Royal Prinitng for processing/Mailing.	LV Volor
3/5/20	Rapid Color Drop News Letter USPS, First Class Mail	Rapid Color
3/19/20	Campaigning Closes.	CCEA
3/19/19	Email/social media "Voting will open"	Angela IT
3/20/20	Voting begins Friday, March 20th @ 4pm and will end Saturday, March 21st @ 11:59pm. CCEA office will stay open Friday, March 20th until 7pm and will open Saturday, March 21st from 8am to 1pm for voting.	Eric (IT)
3//22/20	Notify, by phone and writing, winners for CCEA Officers & Executive Board Members. Results posted on CCEA window.	Committee/ Chairperson
3/23/20	Prepare materials for AR Council meeting	Angela
3/24/20	Ratify election results and present runoff calendar if needed	AR Council
3/25/20	Post results on **CCEA Website**	Eric (IT)