

| Due Date | Action Required | Assigned to: |
|------------------------------|--|---------------------|
| 8/20/21 | Election Committee reviews Election Procedures | Committee |
| 9/21/21 | Present proposed 2022 Standing Election Procedures to the AR Council for review | Chairperson |
| 10/26/21 | AR Council takes action on 2022 CCEA Standing Election Procedures. | Chairperson |
| 10/27/21 | Place adopted procedures and Open Seats on CCEA Website and ARC Link. | Angela / IT Dept |
| 10/27/21 | Online Elections Voting Confirmed | Outsourced vendor |
| 11/1/21 | Email/Mail status notification letters to Executive Board members and Officers terms seats Open. | Angela |
| 11/15/21 | Communications to go out. "Save the date"Email/Social Media/ Nomination open announcement with Election procedures and calendar, open seats, link to update personal email. Email go out on the following dates, Nov 16 and Dec 2, 11, and 13. | Angela/IT |
| 11/16/21 | Annoucement of Open Seats @ ARC, | Chairperson |
| 12/8/21 | Candidate Orientation Wednesday, 5:00pm - 7:00pm Zoom | Committee |
| 12/14/21 | Candidates must submit a completed nomination form to the Elections Committee at elections@ccea-nv.org no later than 6:00 p.m., Tuesday, December 14, 2021 at the Association Representative Council (ARC) meeting, at which time nominations will be declared closed. Each candidate must be a CCEA member, in accordance with the Bylaws, to be eligible for nomination to a CCEA open position. | Angela |
| 12/14/21 12/17/21 | Labels can be requested at the December ARC meeting. The 2022 label request window will span from the Tuesday ARC meeting on December 14, 2021 through Friday, December 17, 2021 at CCEA close of business. A candidate must email the election committee at elections@ccea-nv.org to request mailing labels. CCEA will have the labels available within three business days from the request being received. Printing of mailing labels will be from a membership roster dated December 14, 2021. | Angela |
| 12/14/21 | 2022 Election Nomination Forms will be held in the Election G drive. | Angela |
| 12/14/21 | For all open positions for which candidates may be elected, the campaign period begins on December 14, 2021 at the close of the ARC meeting and will close on March 18, 2022 at 3:59 pm. | Committee |
| 12/15/21 | 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 |

| | | |
|----------------------------------|--|------------------------|
| 1/10/22 2/15/22 | Candidate video recording @ CCEA office | Angela/Eric |
| 2/16/22 | Candidate deadline to submit article and video link (by 4:30 pm) and verification of post-probationary status. | Candidates |
| 2/18/22 | Elections Committee reviews statements & videos and statement word count (3:30 pm) Zoom | Committee |
| 2/22/22 | Typeset and proof the 2022 Elections Newsletter, Instructions Sheet, and Website. | Angela/ IT |
| 2/22/22 | Candidate speeches at AR Council meeting | Marie/Angela |
| 2/25/22 | Election Committee to sign off on Newsletter, Website & Instructions | Committee |
| 2/28/22 | Release newsletter for CCEA Election - Website and Social Media | Angela/IT |
| 3/18/22 | Campaigning Closes @ 3:59 pm | CCEA |
| 3/18/22 | Email/social media "Voting will open" | Angela IT |
| 3/18/22 | Voting begins Friday, March 18th @ 4pm and will end Saturday, March 19th @ 11:59pm. CCEA office will stay open Friday, March 18th until 7pm and will open Saturday, March 19th from 8am to 1pm for voting. | Outsourced vendor |
| 3/20/22 | Notify, by email, winners for CCEA Officers & Executive Board Members. Results posted on CCEA website. | Committee/ Chairperson |
| 3/21/22 | Prepare election results for AR Council meeting | Angela |
| 3/22/22 | Ratify election results and present runoff calendar if needed | AR Council |
| 3/23/22 | Election Committee to certify ARC ratification election results. | Committee |
| 3/23/22 | Post results on CCEA Website | Eric (IT) |