

Sample Chapter Officer Nomination and Election Timeline

December 5, 2001	Nominations and Elections Chairperson confirmed (Usually Immediate Past President, and confirmation made at December board meeting)
December 31, 2001	Notification of Nominations and Elections Chair and committee members sent to National by N&E Chair
February 2, 2002	Nominations discussed at the January and February Chapter meetings (members encourage to think about running for office)
March 1, 2002	Letter to membership soliciting nominations
March 31, 2002	Nominations due to Nominations and Elections Chairperson
April 5, 2002	Nominees announced at April chapter meeting (Or Slating process rendered by N&E Chair)
April 12, 2002	Election ballots mailed to chapter members (with a 2 week response time)
April 26, 2002	Ballots due to Nominations and Elections Chairperson; winners notified by mail/phone by N&E Chair
May 3, 2002	Results of election or slating announced at chapter meeting
June 7, 2002	Installation of officers