



# POLICY & PROCEDURES

**POLICY NUMBER:** 3012  
**POLICY TITLE:** Executive Board Election Timeline  
**CLASSIFICATION:** Board

**DATE(S) AMENDED/APPROVED:** 3/31/08; 8/17/15, 1/16/18, 4/19/22, 3/21/23; December 17, 2024, April 15, 2025

**NEXT REVIEW DATE:** 2028

**POLICY:**

To establish an annual Executive Board Timeline for election procedures.

**PROCEDURE(S):**

The first Nominations Committee meeting shall occur in January and should compute full HOD-related calendar of activities based on the calculations listed below and in referenced spreadsheet.

January BOD Meeting will include report from the Nominations Committee.

ACTIVITY	DEADLINE TYPE	DEADLINE
<b>Nominations &amp; Candidates</b>		
Deadline to determine HOD for term	Fixed	1-Dec
Call for nominations email to membership	Fixed	20-Dec
Campaigning window opens	Calculated	60 days before HOD
Direct local candidate nominations	Calculated	56 Days before HOD
Nomination of Candidates by Chapter Presidents	Calculated	49 Days before HOD
Last day for candidates to submit statements to executive director	Calculated	42 days before HOD
Complete review of candidate's statements	Calculated	35 days before HOD
Candidate statements are shared with delegates	Calculated	30 days before HOD

**Nominations Committee**

Nominations Committee formed (fixed date)	Fixed/range	12/10-12/20
First meeting of Nominations Committee: * Review full timeline/deadlines * Update Nominations Call email, Nominating Forms, Statements, etc. * Set calendar for additional Nominations Committee meeting(s) as necessary	Calculated	5 days prior to January BOD meeting
January BOD Meeting: Includes Nomination Committee Report	Variable	25-Jan

**Delegates & Voting**

Notify chapters of number of delegates (Based on membership as of 12/31)	Fixed	15-Jan
Notify chapters of date of HOD	Fixed	1-Feb
Chapters certify to Corporation its delegate for HOD	Fixed	1-Mar
Email ballots to delegates and Agenda for HOD (including any bylaws amendments)	Calculated	20 days before HOD (by state law)
Receive completed ballots in office	Calculated	1 day before HOD

[DATE CALCULATOR](#)**FINANCIAL IMPACT:**

None.