

## 2019 Nominations/Elections Time Line

- October Nominating Committee reviews procedures for the selection of nominees for office the following year at the annual conference.
- February 1 Nominating Committee (through AASPA office) sends nominations solicitation to all affected regional members and entire membership for President-Elect and Secretary (when applicable), with periodic reminders sent throughout the nominating period
- April 1 Nominations deadline
- April 15 Nominating Committee verifies nominations of qualified candidates.  
The Nominating Committee contacts finalists resulting from the screening process to determine willingness to serve if nominating and elected to the position.
- May 1 Nominating Committee meets via conference call. Nominating Committee submits final roster of nominated, seconded, and qualified (vetted by the Nominating Committee) candidates to the AASPA Executive Board.
- June Executive Board approves slate of candidates for open Board positions at summer Executive Board Meeting
- July AASPA staff prepares website, election emails, and voting links – places necessary links and information on website and in Perspectives Magazine for members to review
- August Nominating Committee confirms voting process and timeline
- August 15 Voting information and instructions sent to qualified members with links to candidate information – reminders sent every five days leading to election, once five days after beginning of voting and the day before voting closes.  
August 15<sup>th</sup> – (Information on process, schedule and candidates-via Constant Contact)  
September 4<sup>th</sup> – (Vote Now! link and information on candidate- via Survey Monkey)  
September 11<sup>th</sup> (Voting will end soon! Link and information on candidates – via Survey Monkey)
- Sept 4 Voting begins, 8:00 am (EDT)
- Sept 14 Voting closes, 5:00 pm (EDT)
- Sept 18 Nominating Committee verifies voting results
- Sept 19 Executive Director communicates with winners to confirm attendance to the Annual Conference, New Board Member Orientation and Friday Board Meeting. Executive Director relays confidential election results and updates, to Executive Board.
- October 13 Nominating Committee announces election results and reports at Annual Conference/Business Meeting.