

ELECTION TIMELINE WORKSHEET A



For locals that hold separate nomination and election processes/meetings and send out notices for each.

Local: _____ Regular Monthly/Quarterly Local Meeting: _____

Officer(s): _____

End of Term: _____ (mo/day/year)

*This worksheet guides you through the elections timeline, starting with the installation (which should occur at a regular or special meeting after acceptance of the Election Committee report), and **working backwards through the required notice windows**. Please note that you may always give more notice than the minimum 15 days.*

Event	Date(s)	Notes
Notify WFSE of election results:	_____	ASAP after tabulation. Use Local Officer Update Form .
Installation of new officers:	_____	Same as incumbent end of term or earlier. <i>Immediately if possible, but no longer than 10 days between tabulation and installation.</i>
Tabulation of votes:	_____	Usually same day as election or end of remote balloting.
Election Meeting:	_____	Date of special/regular meeting, or of balloting window. <i>15 days' notice to membership</i>
Notice of Election Meeting:	_____	Include date(s), location, offices, nominees, etc. <i>5 business days' notice for printer to prepare and mail.</i>
Election notice to printer:	_____	Follow the postcard templates . Submit using this form .
Nomination Meeting:	_____	Date of special/regular meeting, or of nominating window. <i>15 days' notice to membership</i>
Notice of Nominations Meeting:	_____	Include date(s), location, offices to be filled. <i>5 business days' notice for printer to prepare and mail.</i>
Nomination notice to printer:	_____	Follow the postcard templates . Submit using this form .
Election Committee:	_____	Election Committee members are barred from running, nominating, or otherwise endorsing or participating in campaigns.