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| **Date** | **Task** | **Who** |
| **July - August** | Start thinking about potential candidates for open positions for following year’s election **(This year: First VP/President-Elect, Secretary, 3 members at large)** |  |
|  | Confirm timeline with committee members and online election process administrator | Nominations Chair |
|  | Develop/Update "Job descriptions" for board positions | Nominations Comm. |
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| **September** | Initiate contact of committee via email to plan for first conference call or online meeting | Nominations Chair |
|  | Review previous year candidates and compile list of potential candidates (via email) | Nominations Comm. |
|  | Have first conference call or online meeting to discuss candidates | Nominations Comm. |
| **October** | **Publicize Nomination by Petition to NJLA groups, finalize form and process, set deadline for submissions/nominations. Deadline for Petitions January 1 per By Laws** | Nominations Comm. |
|  | Email to Sections with information on election process and timeline for Sections | Nominations Chair |
| **Mid- January** | Meeting to discuss petitions and next steps | Nominations Comm. |
|  | Contact first round of potential candidates – give candidates a date by which to respond | Divide work among committee members |
|  | Send reminder to Section chairs to compile their ballots and submit to the Nominations & Elections subcommittee chair | Nominations Chair |
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| **February** | Contact second/third round of potential candidates, if necessary | Nominations Comm. |
|  | Conference call or online meeting to finalize slate of candidates | Nominations Comm. |
|  | **Request bios from all candidates (nominations by petition and committee-selected candidates) – DUE BY February 8th** | Nominations Chair |
|  | Edit/ Proofread/Verify Executive Board Candidate Bios | Nominations Comm. |
|  | Compile Bios and Statements | Nominations Chair |
|  | **Review/Confirm Section Election slates DUE BY February 15th** | Nominations Chair |
|  | **Present official slate of officers to the Executive Board February 21st** | Nominations Chair |
|  | Send Bio info for Executive Board positions, Section elections and election date information to online election administrator |  |
|  | Post bios/statements and election information to the NJLA website February 22nd | NJLA Office |
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| **March** | **Ballots sent out – March 1st, 2017** | NJLA Office |
|  | ELECTION!! Usually runs 2-3 weeks. Some paper ballots are still mailed. |  |
|  | Pat and the online election administrator will give chair the results once they are certified. |  |
|  | All candidates will be notified of election results – remind winners and losers that results are confidential until the announcement at the Conference. | Nominations Comm. |
|  | Ask unelected candidates if they are interested in running again in the future. | Nominations Comm. |
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| **April** | Announce Election results at the Annual Business Meeting at Annual Conference | Nominations Chair |
|  | Announce Election results through NJLA Listserv, NJLA website and NJLA Newsletter | Nominations Comm. |
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