



Timeline for Board Nominations and Election Process

Month 1

- **Board names Development committee and its chair.**
- Committee meets to develop work plan, calendar.

Month 2

- Finalize work plan and calendar.
- Write article for newsletter about work planned.

Month 3

- Review board annual assessments.
- Facilitate board dialog on strengths and weaknesses of current board.
- Determine characteristics or qualities being sought.
- Develop a pool of potential candidates.

Month 4

- Write article for newsletter including timeline, qualifications, and committee members.
- Continue to develop pool of potential candidates.

Month 5

- Assemble packets. Have available for interested persons to pick up in the store.
- Determine how many positions will be open. Don't forget to recruit incumbents to run for re-election.
- Start calling. And calling and calling.

Month 6

- Keep calling. And calling and calling.
- Mail packets to interested people.

Month 7

- Follow-up calls to people who received packets.
- Solicit applications.
- Application deadline.

Month 8

- Interview candidates.
- Select candidates to present to the board for nomination.
- **Board selects nominees to place on ballot.**

- Solicit photos and written material from selected candidates.

Month 9

- Election material including candidate statements/photos prepared and distributed to members.
- Plan, promote and hold candidate's forum.

Month 10

- Prepare ballots.
- Voting.
- Remind members to vote.
- Annual meeting.
- Ballots tallied.
- Notify all candidates whether they were elected or not.
- Announce results.

Month 11

- Distribute board manuals.
- Formal seating of new board.
- Orientation of new board members.

Month 12

- Celebrate!
- Rest!
- Start over!