Sample Section Election Guidelines and Timeline

April 1   Section ExCom appoints nominations committee, including committee chair

May 1:   e-Notice first call for nominations (notice should be six months prior to election, general nominations from members are open for one month)

Jun 1:   Nominating committee starts to recruit additional candidates for offices with not enough candidates

Jul 1:   Candidate bios, photos, and optional position statements due to the Nominating Committee.

Aug 1:   Nomination Committee forwards slate to Section ExCom

Sep 1:   Section ExCom ratifies slate of candidates

Sep 7:   e-Notice slate to Section membership (must be 6 weeks prior to election beginning)

Oct 1:   Final date/close for petition candidates (must be 28 days prior to Election beginning)

Oct 15:   Committee creates election using vTools and populates information.

Nov 1:   e-Notice and election using vTools begins

Nov 15:   Section Chair appoints tellers committee

Dec 1:   Election ends

Dec 7:   Tellers Committee report results to Section Chair

Dec 15:   Section Chair informs each candidate of results

Dec 21:   e-Notice of election results to Section membership

Dec 21:   Section Secretary notifies IEEE headquarters through vTools officer reporting.

References:

MGA Operations Manual, Section 9
http://www.ieee.org/societies_communities/geo_activities/operations_manual/index.html