

HOPA Election General Timeline

June - July	August	September	October	November	December	January - May
The Nominations Committee holds their kick off call.	Open call for nominations.	Close call for nominations.	Continue candidate evaluations.	Election opens.	Election closes.	Review election procedures for process improvements.
Determine annual election timeline for current year.	Request formal applications from all nominees by the deadline.	Continue application period through the month.	Hold a selection call to review evaluations and determine the final slate.	Marketing push for voting amongst the membership.	Announce winners to the Board.	Complete year-end report.
Review all forms and documents available for the election.	Marketing the call for nominations to general membership.	Close application period (end of September).	Final slate of candidates is reviewed/approved by the Board.		Chair/Vice Chair call all candidates with notice of the final status.	Prepare for committee turn-over from April-May.
Update the election landing page with current information.		Start candidate evaluations.	Candidates are notified if they were selected (or not selected) for the final slate. Obtain final confirmations.		Candidates are announced to the membership.	