



INTERNATIONAL
LIVE EVENTS ASSOCIATION

**International Live Events Association
Napa-Sonoma Chapter
2020-2021 Chapter Election Calendar & Procedures
THIS CALENDAR ONLY APPLIES TO ILEA NAPA-SONOMA CHAPTER**

Completed By

1/1/20-1/31/20

- Nominating Committee appointed by Chapter President at the approval of the Chapter Board.
- Nominating Chair designated by Chapter President.

1/1/20-1/31/20

- Each member of the Nominating Committee must complete and e-sign the Committee Acceptance Form: <https://forms.gle/NgqmgQsEuwDTw2ai6>
- Online Submission Link for Nominations Committee Acceptance: <https://forms.gle/NgqmgQsEuwDTw2ai6>

2/1/20-2/7/20

- Chapter President disseminates and reviews this document with the elections committee. This document contains information on election forms, calendar, policies, and procedures.

3/2/20 - 3/8/20

- Nominations open
- Committee sends communication to all members (except student members).
- The mailing should include:
 1. Letter from the Nominations Committee with election guidelines and descriptions of positions (See Sample Nominations Information Text)
 2. Online Nomination Application Form: <https://forms.gle/4M9B58YZ1k7kPJkL9>
 3. This Election Calendar.

3/8/20 - 3/11/20

- **March 8 Deadline for receipt of Nominations/Application to Chapter Nominating Committee.**
- At this time, the Committee must decide if they will be sending a slate or a ballot to the chapter membership. See Slates vs. Ballots document.
- Online Submission Link For Nomination Applications: <https://forms.gle/4M9B58YZ1k7kPJkL9>

3/11/20 - 3/15/20

- The Chapter Nominating Committee contacts all nominees informing them of their nomination and sends the Nomination Acceptance Link to all nominees. <https://forms.gle/CSki2gtK6E6U3GF6A>
- Nominees must accept their nominations at the link above by 3/15/20.

STOP: If you have not done all the above, you are in violation of the ILEA Chapter Bylaws, policies and procedures. All candidates must be confirmed as a full member in good standing to hold an office of the International Live Events Association.



3/13/20-3/27/20 HQ notifies the Chapter Nominating Committee of the Nomination Acceptances received from the nominees based on the information submitted at <https://forms.gle/CSki2gtK6E6U3GF6A> and notifies Chapter Nominating Committee on state of slate or ballot (approved/denied)

3/20/20-3/30/20

- Nominating committee sends nominations slate/ballot to membership. Please copy ILEA Headquarters staff on this email.

4/13/20

- April 13 Deadline for receipt of petitions to the slate for Officer or Board positions. If no petitions are received, elections are final (for slate elections only) *. If you do receive petitions, you must have 20% of voting chapter members (20% of Full Member number as of March 30, 2020) respond regarding a petition to the Nominating Committee by the deadline in order to change the elections to a ballot. * **Inform your prospective nominees their election is confirmed. * Send this link to all of these individuals to complete by 4/14/19; <https://forms.gle/mgH1j4VeUij1bMQn6>**

4/14/20

- Deadline for members to return the Official Election ballot to the Chapter Nominations Committee (For ballot elections only) *. * **Inform your prospective nominees their election is confirmed. * Send this link to all of these individuals to complete by 4/15/19; <https://forms.gle/mgH1j4VeUij1bMQn6>**

4/15/20

- HQ provides final chapter board roster to the Nominating Committee.

6/2020

- Board of Directors Inductions
- 2020-2021 Board Retreats

7/1/20

- July 1 New ILEA Chapter Board Members take office
- 2020-2021 Board Retreats