

August

- Nominating Committee submits announcement for inclusion in Fall issue of SCA *Newsletter*.

September-October

- Nominating Committee convenes to discuss its upcoming duties.
- Update, design and make copies of nominating form, and coordinate with Membership Director for mailing of form.
- Nominating form sent to SCA members via surface mail towards the end of October or beginning of November.

November

- Announce call for nominations via the West_Arch listserv and the SCA website.

December

- 1 Deadline for receipt of nominations. Nominating Committee members begin contacting potential candidates.

January

- 15 Deadline for receipt by the Nominating Committee of candidates' biographies and statements.
- 31 Nominating Committee reports slate of candidates to the Election Committee and to the Board of Directors and ensures that candidates' biographies and statements are sent to the Election Committee Chair.

February-March

- Election Committee mails ballots and candidate biographies and statements to membership no less than 45 and no more than 90 days prior to the annual business meeting (Bylaws IV.3).

March-April

- Ballots are to be returned and results reported no less than 15 days prior to the annual business meeting (Bylaws IV.3).

- The Election Committee notifies the Board of Directors and all candidates of election results.

April

- Elections and Nominating Committees submit their reports at the annual business meeting.
- President introduces recently elected Board members and Nominating Committee members at the annual business meeting.

May

- 15 Election Committee chair sends election results to *Newsletter* and to the SCA Website Committee for inclusion on the SCA website.

NOMINATE.CAL 5/93 sh; 5/93 dmc; 6/05 LGB; 10/05 jlm; 3/2006 Board