# SGMP_Logo

# SGMP 2021 CHAPTER BOARD OF DIRECTORS

# NOMINATIONS & ELECTIONS TIMELINE

National Nominations & Elections Committee Chair (national N&E chair) emails all chapter N&E chairs with the N&E timeline. The chapter N&E chair is generally the chapter’s immediate past president.

National N&E chair distributes to chapter N&E chairs the following docs/templates: standardized call for nominations, nominations form, timeline, and sample email.

Chapter N&E chairs submit list of committee members to N&E Committee liaison.

**FEBRUARY**

**12 (Friday)**

Chapter N&E chairs must send announcement of the Call for Nominations period by this date. This “open nominations” period is the time during which *any chapter member* may place a nomination for peers or themselves for chapter board positions with the chapter N&E committee chair

**MARCH**

**12 (Friday)**

“Open nominations” period ends; open nomination forms are due to chapter N&E chair.

**15 (Monday)**

“Committee member nominations” period. This “committee nominations” period is the time during which *chapter N&E committee members* may place additional nominations for a chapter board position with the chapter N&E chair. Chapter N&E committees hold a conference call (if needed) to review draft list of candidates and decide, by majority vote, if any existing nominees should be invited to run for a different position and/or if any additional nominations should be made if there are vacant positions without a candidate.

**16 (Tuesday) 5:00PM ET**

Chapter N&E chairs send list of “open and committee” nominations (with all nominees listed on one page – use template provided) to their national N&E committee liaison and national N&E chair.

**17 (Wednesday) and 18 (Thursday)**

National N&E chair and HQ staff liaison confirm membership eligibility of “open and committee” nominees and return lists back to chapter N&E chairs.

**19 (Friday)**

The final list of approved candidates will be sent back to chapter N&E chairs.

**19 (Friday)**

* Chapter N&E Committee notifies candidates of their eligibility to run for the board.

**22 (Monday)**

* Chapter N&E chairs announce official candidates and details of upcoming election process to chapter members.
* Approved candidates may send campaign materials to chapter voting members during this period.

**24 (Wednesday)**

Chapter campaigning period ENDS for all candidates on this date.

**25 (Thursday)**

**Chapter Membership Online Voting OPENS.**

**31 (Wednesday)**

**Chapter Membership Online Voting CLOSES at 5:00pm Eastern Time.**

**APRIL**

**1 (Thursday)**

* Chapter election results are verified via Survey Monkey.
* Chapter N&E committee chairs are notified of election results by National N&E Committee liaisons and national N&E committee chair.

**1 (Thursday) and 2 (Friday)**

Chapter N&E committees notify all candidates of election results. Candidates are asked to not share their results with any member until the chapter N&E chair has announced election results to entire chapter membership.

**2 (Friday)**

Chapter N&E committee announce election results with entire chapter or upon notification of results to all candidates.

* **Incoming chapter board members are encouraged to attend the chapter board of directors’ monthly meeting.**
* National N&E chair and HQ staff liaison conduct conference call with chapter N&E chairs to gather feedback and discuss lessons learned.

**MAY**

**NEW (incoming)** Chapter Presidents and Second Vice Presidents are highly encouraged to attend the SGMP Joint Leadership Session that is attended by current Chapter Presidents, Second Vice Presidents, National Board of Directors members, Gilmer Institute of Learning trustees and SGMP headquarters staff. The meeting will be held in Huntsville, AL prior to the 2021 SGMP National Education Conference (NEC). Due to the pandemic this meeting/training/conference may be held virtually or in a hybrid model.

**OUTGOING and INCOMING chapter board members are highly encouraged to conduct a transition meeting during this timeframe.**

* Installation ceremony of incoming chapter board members (including Immediate Past President) must take place at monthly chapter meeting or chapter event by June 30, 2021.

**JULY**

* New chapter board takes office for a two-year term beginning July 1, 2021 through June 30, 2023.
* **NEW board members are highly encouraged to conduct a chapter board retreat during this timeframe to discuss a plan of action, set goals and objectives for their term of office.**