

## 2020-21 CLUB OFFICER ELECTIONS

### SUGGESTED TIMELINE

Your club likely has Club Officer Elections in your Success Plan and Master Calendar already. Here is a checklist if needed.

- |                  |                                                                                                                                                                                           |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Now – 15 May     | <input type="checkbox"/> Form Nominating Committee (Immediate Past President leads it)                                                                                                    |
|                  | <input type="checkbox"/> Determine Club Online Election and Voting Process. Club Votes on It.                                                                                             |
|                  | <input type="checkbox"/> Provide Officer Descriptions to Members. Schedule Officer Description Speeches (incumbents, and/or video)                                                        |
|                  | <input type="checkbox"/> Schedule Election Day and Send out Notice to Members                                                                                                             |
|                  | <input type="checkbox"/> Call for Nominations                                                                                                                                             |
| 16 May – 24 May  | <input type="checkbox"/> Nominees Provide Campaign Statements and/or are Scheduled for Campaign Speeches in a Virtual Meeting if Election will Not be conducted during an Online Meeting. |
| 25 May – 30 May  | <input type="checkbox"/> Provide Final Slate of Nominees to Members                                                                                                                       |
|                  | <input type="checkbox"/> Hold Election in Online Meeting                                                                                                                                  |
|                  | <input type="checkbox"/> Announce Winners to Membership                                                                                                                                   |
| 31 May – 14 June | <input type="checkbox"/> Post New Officers in Club Central (Elect to Excellence Incentive due May 31)                                                                                     |
|                  | <input type="checkbox"/> Initiate Transition Plans between Outgoing and Incoming Officers                                                                                                 |
|                  | <input type="checkbox"/> Register New Officers for Training when Dates Announced                                                                                                          |
| 28 Jun – 5 July  | <input type="checkbox"/> Hold Induction Ceremony to Release Outgoing Officers and Swear In Incoming                                                                                       |
|                  | <input type="checkbox"/> Update Club website, Facebook, Meetup if applicable                                                                                                              |
|                  | <input type="checkbox"/> Signature Changes at Financial Institution (if required)                                                                                                         |