

LCA Elections Schedule

November 2022 - March 2023

On-Going: Set-up Member Outreach Team: Alan & Steve G, Done: 11/07/22,
100% Membership Mailing List (MML) sync to county tax records plus updates for returned dues lots.

October-November Projects:

Set-up Election Email Address: 2023LCAElections@gmail.com Done and ready.

Newsletter: Plan & edit articles- by 10/31 – (Bethany & Cheryl & Dendra), Done 11/03,
Research printing and mailing, 3 quotes, (Dendra) Done, funds appropriated, Done.
Layout Newsletter with Candidate Nomination Form for printer, (Dendra): Done 11/03

Ballot - Proxy Form: Rod & Dendra
Research ballot & proxy printing, mailing and online voting. (done 12/1)

11/08: Print Newsletter: Deliver to printer on 11/09 with mailing list, including international addresses.(11/12 done)

11/21: Mail LCA Newsletter to Membership (Plan 10 days for USPS delivery) (11/21 mailed – received 11/23)
Post link on social media (Bethany) & website. (Dendra) (11/21-done)

11/15: Board member nominations are open for six weeks until 12/30 (Recruitment on social media & website). (OG)

11/21 On-going: Search & Update Membership addresses from returned newsletters on MML. (A & Steve) (O-G)

12/1 Create Ballot and proxy form- Layout for printer (Dendra & Rod) Solicit Printer quote/estimate & board approval.
Develop ballot-handling procedures to receive, secure, count, tally and report ballots-paper and e-ballots
Contract Election Official to certify votes (Nanawale?) – Election volunteers needed?

12/30: Deadline: Board nominations close. Forms/biogs/affidavits must be delivered to the office by 5:00.
(Kim or Board member stays in office until mail is delivered)

2023

1/3-9: Candidates are contacted for interviews, and vetted for possible violations; Kim runs a dues list.
MML Updated for Ballot mailing (Al & Steve)

1/9-13: Prep & Print Ballots/Proxies/Assessments (Rod & Dendra & Kim)
Social media encourage voting (Bethany)

1/16: Mail Ballots/Proxies & Assessments - Available on LCA Website (Seven week turnaround for voting)
Social media: Deadline to return paper ballots or vote online is March 15. (Bethany)

2/1-3/18 Develop/document election systems, policies and procedures as template for all future elections
Plan Board member training

2/22: Deadline: Last day for candidates to pay dues to the office by 4:00

3/1: Deadline: Last day for members to pay dues to the office by 4:00

3/4: CANDIDATES FORUM in the Pavilion & on ZOOM.

3/15: Deadline: Last day to turn in ballots or proxies to the office by 4:00.

3/16-17: Ballots are verified, counted and tallied. Board receives results in a report.

3/18: ANNUAL MEETING in the Pavilion and on ZOOM
Announcement of Election Results. Executive Meeting to elect officers.
Schedule Board Training and Operations Manual review.