

## 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](mailto: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.