

**Lone Star Mensa
Election Calendar 2013-2014
Standing Rule 2013-xx
2013 November xx**

Responsibility for an orderly Lone Star Mensa elections lies with the Nomination Committee (NomComm) and the Election Committee (ElectComm). This Special Rule provides a calendar listing actors, action, and due dates by which actions shall be taken to support an orderly election process. The Nomination and Election Committees may publish revised dates in notices to the membership as needed to meet Bylaws and Standing Rules requirements. As a courtesy, based on its experience, the Election Committee may suggest dates for next year's committee.

Actor	Action	Sends to	Due Date	2013-2014 Date
November Actions				
LocSec / Board	Appoints Nomination Committee	Board meeting minutes	November Board meeting	Nov 7
LocSec / Board	Appoints Election Committee	Board meeting minutes	November Board meeting	Nov 7
Secretary of the Board	Notifies committee members of appointments provides copy of schedule	Committee members	After Board meeting	Nov 9
Election Committee	Begins writing election and challenge procedures with specific due dates (paper and electronic)		After notifying members and before ALG December submission deadline	Nov 11
Secretary of the Board	Announces Nomination Committee and Election Committee members names	Communications Chair Officer Coordinator Announcement list Webmaster Editor	After notifying members and before ALG December submission deadline	Nov 12
Nomination Committee	Calls for nomination recommendations and petitions with a specific due date	Communications Chair Officer Coordinator Announcement list Webmaster Editor	ALG December deadline	Nov 14
Webmaster	Publishes names and call	Website	After receipt	Nov 16
Editor/Circulation Manager	Publishes names and call	ALG newsletter	December ALG	Nov 21
December Actions And Final Actions for the Nomination Committee				
LSM Member	Recommends nominations or submits nomination petition	Nomination Committee	By established due date	Dec 3
Election Committee	Completes election and challenge procedures with specific due dates (paper and electronic)	All nominees Board members Nomination Committee	After candidates are notified and before ALG January deadline	Dec 9
Nomination Committee	Nominates and notifies candidates	All nominees Electron Committee	Sufficient time before ALG January deadline	Dec 9
Nomination Committee	Announces nominees names	Election Committee Communications Chair Announcement list Webmaster Editor	ALG January deadline	Dec 13
Election Committee	Announces election procedures	Communications Chair Announcement list Webmaster Editor	ALG January deadline	Dec 12
Election Committee	Invites nominees to provide candidacy statements	Nominees	ALG January deadline	Dec 12
Webmaster	Publishes names and election procedures	Website	After receipt	Dec 15
Editor/Circulation Manager	Publishes names and election procedures	ALG newsletter	January ALG	Dec 20
Nomination Committee	Finalizes and transfers records (minutes and other documents)	Election Committee	Four days before January Board meeting	Dec 29

January Actions				
Board of Officers	Heaps praise on and dismisses Nomination Committee	Board meeting minutes Nomination Committee	First board meeting after ElectComm receives records	Jan 2
Nominees	Provide candidate statements	Election Committee Communications Chair Announcement list Webmaster Editor	ALG February deadline	Jan 9
Election Committee	Prepares ballot material and voting procedures	Communications Chair Webmaster Editor	ALG February deadline	Jan 9
Webmaster	Publishes ballots, statements, and voting procedures	Website	After receipt	Jan 12
Editor/Circulation Manager	Publishes ballots, statements, and voting procedures	ALG newsletter	February ALG	Jan 17

February Actions				
Voters	Vote	Election committee	Sufficient time before ALG March deadline	Feb 10
Election Committee	Receives, judges, and counts ballots and certifies names of officers elect, votes cast for each candidate, and other election results	Board members Communications Chair Announcement list Webmaster Editor	ALG March deadline	Feb 13
Webmaster	Publishes election results	Website	After receipt	Feb 17
Editor/Circulation Manager	Publishes election results	ALG newsletter	March ALG	Feb 21
Officers Elect	Elect executive officers	Meeting minutes	Before March Board meeting	Feb 25

March Actions				
Outgoing Board	Meets with officers elect	Meeting minutes	March Board meeting	Mar 6
Outgoing LocSec	Announce executive officers	Communications Chair Announcement list Webmaster Editor	ALG April deadline	Mar 13
Outgoing LocSec	Notify of new officers and aliases	National Office	ALG April deadline	Mar 20
Officer Coordinator	Publishes executive officer names	Website	After receipt	Mar 21
Editor/Circulation Manager	Publishes executive officer names	ALG newsletter	April ALG	Mar 21

Additional March Actions for Challenges				
Challenger	Sends challenge	ElectComm	Early March	Mar 4
Election Committee	Judges challenge	Board of Officers	Before ALG April deadline	Mar 12
Election Committee	Announces challenge decision	Communications Chair Announcement list Webmaster Editor	ALG April deadline	Mar 13
Webmaster	Publishes results	Website	After receipt	Mar 14
Editor/Circulation Manager	Publishes results	ALG newsletter	April ALG	Mar 21

April Actions				
Incoming LocSec/Board	Appoints Standing Committee Chairs	Board meeting minutes Officer Coordinator	April Board Meeting	Apr 3
Standing Committee Chairs	Appoint Standing Committee (SC) members	SC Meeting minutes Secretary of the Board Officer Coordinator	After April Board meeting and Before ALG May deadline	Apr 8
Officer Coordinator	Announce Standing Committee Chairs and members	Announcement list Webmaster Editor	ALG May deadline	Apr 12
LocSec	Notify of appointed officers and aliases	National Office	ALG May deadline	Apr 13
Webmaster	Publishes executive officer names	Website	After receipt	Apr 16
Editor/Circulation Manager	Publishes executive officer names	ALG newsletter	May ALG	Apr 25

Final Actions for the Election Committee				
Election Committee	Finalizes ElectComm and NomComm minutes and final report. Destroys all other nomination and election committee records and other documents.	Secretary of the Board	-March 31 if no challenge -April 30 if no other action -End of month of completion of last action	Mar 31 Apr 30
Board of Officers	Heaps praise on and dismisses the Election Committee	Board meeting minutes ElectComm members	Next Board meeting after BoardSec receives records and other documents have been destroyed	Apr 3 May 1