

## Lone Star Mensa Annual Election Calendar

**Special Rule 2009-12**  
Last Amendment 2011-23  
2011 October 5

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 typical due dates by which actions shall be taken to support an orderly election process. The Nomination and Election Committees shall set the specific dates for the current election cycle in a column to the right of this table and publish it as a notice to the membership. Dates shall be consistent with those in the LSM bylaws and any applicable LSM Special Rules and LSM Standing Rules. As a courtesy to the next election cycle, the Election Committee may provide a Template with suggested dates for the next year.

Actor	Action	Sends to	Due Date
<b>November Actions</b>			
LocSec / Board	Appoints Nomination Committee	Board meeting minutes	November Board meeting
LocSec / Board	Appoints Election Committee	Board meeting minutes	November Board meeting
Secretary of the Board	Notifies committee members of appointments provides copy of ASIE	Committee members	After Board meeting
Election Committee	Begins writing election and challenge procedures with specific due dates (paper and electronic)		After notifying members and before ALG December submission deadline
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
Nomination Committee	Calls for nomination recommendations and petitions with a specific due date	Communications Chair Officer Coordinator Announcement list Webmaster Editor	ALG December deadline
Webmaster	Publishes names and call	Website	After receipt
Editor/Circulation Manager	Publishes names and call	ALG newsletter	December ALG

<b>December Actions And Final Actions for the Nomination Committee</b>			
LSM Member	Recommends nominations or submits nomination petition	Nomination Committee	By established due date
Nomination Committee	Nominates and notifies candidates	All nominees Electron Committee	Sufficient time before ALG January deadline
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
Nomination Committee	Announces nominees names	Election Committee Communications Chair Announcement list Webmaster Editor	ALG January deadline
Election Committee	Announces election procedures	Communications Chair Announcement list Webmaster Editor	ALG January deadline
Election Committee	Invites nominees to provide candidacy statements	Nominees	ALG January deadline
Webmaster	Publishes names and election procedures	Website	After receipt
Nomination Committee	Finalizes and transfers records (minutes and other documents)	Election Committee	Four days before January Board meeting
Editor/Circulation Manager	Publishes names and election procedures	ALG newsletter	January ALG

Amended by Standing Rule 2011-23, October 5 to revise wording in the November Actions table, row 4, Election Committee.

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

<b>February Actions</b>			
Voters	Vote	Election committee	Sufficient time before ALG March deadline
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
Officers Elect	Elect executive officers	Meeting minutes	Before March Board meeting
Webmaster	Publishes election results	Website	After receipt
Editor/Circulation Manager	Publishes election results	ALG newsletter	March ALG

<b>March Actions</b>			
Officers Elect	Elect executive officers	Meeting minutes	Before March Board meeting
Outgoing Board	Meets with officers elect	Meeting minutes	March Board meeting
Outgoing LocSec	Announce executive officers	Communications Chair Announcement list Webmaster Editor	ALG April deadline
Outgoing LocSec	Notify of new officers and aliases	National Office	ALG April deadline
Webmaster	Publishes executive officer names	Website	After receipt
Editor/Circulation Manager	Publishes executive officer names	ALG newsletter	April ALG

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

<b>April Actions</b>			
Incoming LocSec/Board	Appoints Standing Committee Chairs	Board meeting minutes Officer Coordinator	April Board Meeting
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
Officer Coordinator	Announce Standing Committee Chairs and members	Announcement list Webmaster Editor	ALG May deadline
LocSec	Notify of appointed officers and aliases	National Office	ALG May deadline
Webmaster	Publishes executive officer names	Website	After receipt
Editor/Circulation Manager	Publishes executive officer names	ALG newsletter	May ALG

<b>Final Actions for the Election Committee</b>			
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
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