

**International Live Events Association
2017 Chapter Election Calendar & Procedures**

- February 1 Nominating Committee appointed by Chapter President at the approval of the Chapter Board. Nominating Chair designated by Chapter President. Each member of the Committee must complete and sign the Committee Acceptance Form (*Exhibit 1*).
- February 8 Chapter President disseminates all election forms, calendar, and fully reviews election process with the Nominating Committee.
Deadline for Exhibit 1 from each member of the Nominating Committee faxed/mailed to ILEA headquarters.
- February 15 Nominations open.
Committee sends mailing to all members (except student members). The mailing should include:
1. Letter from the Nominations Committee with election guidelines and descriptions of positions (*Exhibit 2*)
 2. Nomination Application Form (*Exhibit 3*)
 3. This Election Calendar
- At this time, Nominating Committee should begin discussing if they will be conducting a slate or a ballot election.
- March 22 Deadline for receipt of Nominations/Application Form (*Exhibit 3*) to Chapter Nominating Committee. At this time, the Committee must decide if they will be sending a slate or a ballot to the chapter membership. See Slates vs. Ballots document.
- March 31 The Chapter Nominating Committee contacts all nominees informing them of their nomination and send/ fax Nomination Acceptance Forms to nominee (*Exhibit 4*).
- April 5 Deadline for the Chapter Nominating Committee to send/fax a proposed slate/ballot (Ex 5A/5B) and a signed Nomination Acceptance Form (Exhibit 4) for each nominated candidate to ILEA headquarters.
- STOP:** **If you have not done all the above, you are in violation of the ILEA Chapter Bylaws, policies and procedures. All candidates must be confirmed as a full member in good standing to hold an office of the International Live Events Association.**
- April 12 ILEA Headquarters notifies Chapter Nominating Committee on state of slate or ballot (approved/denied)
- April 19 Nominating committee sends nominations slate/ballot to membership (*Exhibit 5A or 5B*). Please copy ILEA Headquarters staff on this email.
- April 27 Deadline for receipt of petitions to the slate for Officer or Board positions. If no petitions are received, elections are final (for slate elections only) *.
If you do receive petitions, you must have 20% of voting chapter members (20% of Full Member number as of 4/19/2017) respond regarding a petition to the Nominating Committee by the deadline in order to change the elections to a ballot.
*** Inform your prospective nominees their election is confirmed.**
*** Send ILEA headquarters your Chapter Roster in the 11 Board Roster Template 2017-2018.xls**
- May 1 Deadline for members to return the Official Election ballot to the Chapter Nominations Committee (For ballot elections only) *.
*** Inform your prospective nominees their election is confirmed.**
*** Send ILEA headquarters your Chapter Roster in the 11 Board Roster Template 2017-2018.xls**
- July 1 New ILEA Chapter Board Members take office
- Aug 10 New ILEA Chapter Leaders attend Chapter Leadership meetings at ILEA Live 2017 in Calgary, Alberta, Canada