

# TIMELINES

## CALENDAR AND PROCEDURES FOR ELECTION OF CTA STATE COUNCIL REPRESENTATIVE

The dates below represent the deadlines for the election of a CTA State Council Representative and/or Alternate. **Chapter Presidents are responsible for distributing the information to all members in the chapter.**

- September 4**            **CCA HE Chairperson announces to CCA Chapter Presidents that:**
- a. Nominations are now open for a representative for Multiples HE-8.
  - b. Election of the State Council Representative will be determined by majority vote and Alternate will be determined by runner up
  - c. Candidates must complete a Declaration of Candidacy form with an optional 30-word biographical sketch.
- September 30**            **CCA MEMBERS:**
- a. Return properly completed Declaration of Candidacy form with biographical statement to CCA HE.
  - b. **Forms must be received in the CCA HE Office no later than 5:00 p.m., Friday, September 30, 2020.**
- October 1**                **CCA HIGHER EDUCATION OFFICE:**
- a. Prepares and email the ballots. Names on the ballot will be listed in the order of the current CTA alphabet.
- October 1– 15**            **CCA MEMBER:**
- a. **Members may vote online through October 15<sup>th</sup>.**
  - b. **All paper ballots that were requested must be returned by October 15<sup>th</sup> 2020.**
- October 16-17th**        **CCA HE ELECTIONS COMMITTEE:**
- a. Compiles election totals from Simply Voting; and
  - b. Notifies CCA HE Chairperson of completion of the election results.
- October 18th**            **CCA HE Chairperson:**
- a. Sends announcement of results to Chapter Presidents, Candidates and CTA Committee on Elections and Credentials; and
  - c. Files ballots and official tally sheets for one year from date of election.

Challenges must be ***received***, in writing, within 10 days after results are posted. Challenges should be sent to the CCA Elections Chair at [elections@cca4us.org](mailto:elections@cca4us.org).