

**International Special Events Society
2010 Chapter Election Calendar & Procedures**

- March 5 Nominating Committee appointed by Chapter President, subject to approval by the Chapter Board. Chair designated by Chapter President. Each member of the Committee must complete and sign the Committee Acceptance Form (*exhibit 1*).
- March 12 Chapter President disseminates all election forms, calendar, and fully reviews election process with the Nominating Committee.
- March 19 Deadline for Nominating Committee Appointment (*exhibit 2*) and Acceptance Forms (*exhibit 1*) faxed/mailed by Nominating Committee Chair to ISES headquarters.
- March 26 Nominations open. Committee sends election mailing to all members (except students). The mailing should include: **1.** letter from the Nominations Committee with election guidelines (*exhibit 3*) **2.** this Election Calendar **3.** Basic Volunteer Responsibilities for Chapter Leadership Positions and Nominations/Application Form (*exhibit 4*). At this time, Nominating Committee should begin discussing if they will be conducting a slate or a ballot election.
- April 16 Deadline for receipt of Nominations/Application Form (*exhibit 4*) 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.**
- April 23 Deadline for Chapter Nominating Committee to submit the names of their prospective nominees to ISES Headquarters for verification that the nominees are members in good standings.
- May 3 ISES Headquarters contacts Chapter Nominating Committee on eligibility of the prospective nominees. The Chapter Nominating Committee then contacts all nominees informing them of their nomination and send/fax Nomination Acceptance Forms (*exhibit 5*).
- May 7 Deadline for the Chapter Nominating Committee to send/fax a signed Nomination Acceptance Form (*exhibit 5*) for every nominated candidate to ISES Headquarters. Deadline for the Chapter Nominating Committee to email the Chapter Slate (*exhibit 6a*) or Slate (*exhibit 6b*) for approval.
- STOP: If you have not done the above, you are in violation of the ISES Bylaws, policies and procedures. All candidates must be confirmed as a member in good standing to hold an office of the International Special Events Society and all slates/ballots must be approved.**
- May 14 ISES Headquarters notifies Chapter Nominating Committee on status of slate (approved/denial)
- May 18 Nominations slate/ballot mailed by Chapter to membership (except student members) with call for additional petitions (*exhibit 6a or 6b*).
- May 28 Deadline for receipt of petitions to the slate for Officer and Board positions. If no petitions are received your elections are final (for slate elections only). If you do receive petitions, you must receive 20% of the voting chapter members (**20% of Full Member number as of 5/18/09**) need to respond regarding a petition to the Nominating Committee by the deadline in order to change the elections to a ballot.
 **Inform the prospective nominees their election is confirmed
 **Inform ISES Headquarters (send Chapter Roster in the Board Roster Template 10-11.xls)
- June 11 Deadline for returning the Official Election ballot to the Chapter Nominations Committee. (for ballot elections only)
 **Inform the prospective nominees their election is confirmed
 **Inform ISES Headquarters (send Chapter Roster in the Board Roster Template 10-11.xls)
- June 15 Election results announced.**
- July 1 New ISES Chapter Officers take office (*exhibit 7*).**
- August TBD New ISES Chapter Officers attend Chapter Leadership Meetings at ISES Eventworld ®