



Secretary/Treasurer Timeline

Monday, June 23, 2025	2025 Annual Meeting
Assembling of Nominating Committee	Members accepting appointment to the Nominating Committee shall not be eligible to be a candidate for election as an Officer or Director for the ensuing year. The immediate Past President shall propose a Nominating Committee of which the Immediate Past President shall be chairperson and on which all Regions shall have representation. Other than the Immediate Past President, members of the Nominating Committee may not be current Directors or Chapter Officers, but at least two shall have served on the Chapter Board of Directors within the past eight (8) years.
Secretary/Treasurer Candidate Timeline	
Friday, February 28, 2025	The Board will prepare and, on or before March 1 each year, post to the Chapter web site the criteria for Secretary/Treasurer candidates that will be used by the Executive Committee for that year's election, along with such forms, timelines and other materials as are relevant to the nomination and election of the Secretary/Treasurer.
Tuesday, April 1, 2025	The Chair will contact each Candidate by email to determine their interest in serving the chapter as Secretary-Treasurer. Secretary-Treasurer Qualifications will be included in the notification. All interested candidates must return all requested information to the Chair by the stated deadline.
On or before Monday, April 28, 2025	The committee shall interview the qualified candidates in order to propose a slate of at least one candidate for Secretary/Treasurer, and the proposed slate will be made known to the members in attendance at the First Chapter meeting of the year (in addition, will be sent to members via the Chapter's regular communications process).
On or before, Friday, May 16, 2025	Additional qualified candidates may be offered by petition of 10% of the eligible voting membership. Such petition must be received in the Chapter office at least 37 days prior to the Annual Meeting.
On or before, Friday, May 23, 2025	Final ballots containing the Nominating Committee slate and any qualified candidates submitted by successful petition will be distributed to all members who are eligible to vote at least thirty (30) days prior to the Annual Meeting.
Monday, June 9, 2025	Official notification of the election result shall be submitted to the Nominating Chair not less than 14 days prior to the Annual Meeting. The Nominating Committee shall count and report to the membership the result of the election. Improper ballots, i.e., absence of member identification on return envelope, will void the ballot.
Monday, June 23, 2025	The Secretary/Treasurer elect will be installed as an officer at the Summer Conference at which the Annual Meeting is held.