ACAPT Elections timeline for 2018 and going forward

- **October:** Call for Candidates

- **November:** Call for Candidates

- **December:** Call for Candidates

- **January**: Deadline for candidates to submit consent-to-serve forms

- **February**: candidates notified that they should plan to save the dates of ELC in order to attend should they be elected.
  - (For board of director positions, the executive office will hold hotel rooms within the ACAPT room block to account for the possibility of their election. Outgoing board members and incoming board members are asked to attend the Board Meeting, Open Forum, and Business Meeting)

- **March**: deadline for candidates to submit their candidate statements and bios
  - Nominating committees/consortia to load candidate slate with their bios and statements onto their respective web pages
  - Executive office to set up polls and provide link to each group for testing

- **April:** Polls open on the first Monday of the month

- **May:** Polls close on the first Monday of the month
  - Executive Office confirms that all who voted were eligible and there were no duplicate votes. Office also determines whether a runoff election is needed or not. If so, the runoff election should happen as quickly as possible
  - Board notified of election results
  - Candidates informed of election results. Those elected are encouraged to book their hotel for ELC immediately (aside from those on the board of directors, as mentioned above)

- **June-October**: Those elected begin serving in a non-voting capacity during the transition as a method of succession planning. Those outgoing should make available all details and notes to help assure newly elected officers take office well informed and ready to lead

- **November**: orientation for newly elected and appointed conducted by the Executive Office as a webinar