

Date	Action	Responsible
July - early	Appoint SSC and Section Election Committees	Incoming SSC President and Incoming Section Presidents
	Identify Offices requiring candidates and outgoing Officers eligible for re-election	Chair and Section Election Chairs
	Prepare Election notice for <i>Liaison</i>	Chair
August	Request candidate names from Committee members, Sections, Accreditation Committees and others	Chair
	Publish Election notice in <i>Liaison</i>	
October	Finalize slate	Chair
	Transmit slate, with request for additional nominations, to <i>Liaison</i>	Chair
October - mid	Develop biographies and send to SSC Office	Chair, Sections
November	Update online system with election material	Chair, Election Software Support Staff
	Publish slate, without biographies, and solicit nominations	<i>Liaison</i> editor
	Send SSC office information on what is required regarding “members in good standing as of April 1”	Chair
December-January	Prepare translations	SSC Office
	Prepare and approve master copy of ballot	SSC Office, Chair
	Prepare web bilingual biographical sketches	Chair
March	Cleanup email addresses on file: secure missing addresses and correct addresses for bounced email	SSC Office, Chair
On or before April 15	Obtain list of all members in good standing as of April 1	SSC Office
	Send online election instructions to members; mail paper ballot to any member requesting one.	Chair, SSC Office

Around May 15	Record electronic results	Chair, SSC Office (Executive Assistant), third SSC member (see Guidelines above)
	Report to Executive Committee	Chair
	Thank candidates and report to them their own results	Chair
June	Provide SSC Office with updated list of elected individuals	Chair