

CHSA Officer Election Procedures & Timeline 2016

- April 10, 2016 CHSA Elections procedures and timelines are presented to CHSA Board of Directors for approval
- April 18, 2016 CHSA Nomination forms will be mailed to Directors and posted on the Association web site.
- May 9, 2016 Final Date for nomination submittals for 2016-18 terms will be **May 9, 2016**. Nominations may be submitted by ground mail or email to the Association Secretary c/o CHSA office
Nominations for office should include a one page resume including current contact information, fax, e-mail information and photo.
- May 13, 2016 The Secretary shall verify that there are enough candidates and they are members in good standing and qualified to run for office by **May 13, 2016**. If the Secretary is running for office, The Elections Committee Chair shall assume those responsibilities.
- In the event the Secretary receives only one or no nomination for a CHSA officer position, the Elections Committee may identify and recruit qualified candidates, taking into account geographic diversity, membership class and area of expertise.
Recruitment will be completed by May 23, 2016.
- May 27, 2016 The Secretary will issue a “voter’s pamphlet” and ballot to each member of CHSA on **May 27, 2016**. Voter pamphlet will provide information on candidates and the office they have been nominated to serve in.
- June 10, 2016 Ballots must be to the CHSA office by **June 10, 2016** - not postmarked. Ballots will be opened and counted. **Final count will be issued by CHSA Secretary on June 13, 2016**
- June 17, 2016 Election results will be posted on the CHSA website and mailed to members by **June 17, 2016**. Secretary’s written report will be presented at the July 18, 2016 Board meeting. Results of the CHSA 2016 election will be communicated to the Region IX Association and National Head Start Association Boards, Regional and National Offices of Head Start, State Collaborations Office, California Head Start/Early Head Start grantee and delegate agencies, Migrant Head Start and Tribal Head Start programs as well as other interested parties.
- July 18, 2016 2016-18 CHSA officers will assume their responsibilities. The new Executive Committee will conduct transition activities and association business.

CHSA Secretary
California Head Start Association

1107 9th Street, Suite 810
Sacramento, CA 95814
916-444-7760 Phone
elections@caheadstart.org

NOMINATION FORM 2016
OFFICERS- CHSA BOARD OF DIRECTORS

Nominations for office should include a one page resume including current contact information, fax, e-mail information and photo.

Name of nominee:

For the office of: (choose one)

President

Vice President

Secretary

Treasurer

Qualifications for this office are:

Major issues that the California Head Start Association needs to address in the next two years are:

Signature of candidate

Date

Please mail nominations to:

Elections

California Head Start Association

1107 9th Street, Suite 810

Sacramento, CA 95814

or email to elections@caheadstart.org

Deadline for Submission: May 9, 2016

For more information on the duties of board members and officers go to www.caheadstart.org and click on CHSA Governance and Bylaws.