

2018 CHSA Officer Election Process

- February 5, 2018 CHSA Officer Election process is presented to CHSA Board of Directors for approval.
- February 5, 2018 Upon approval of the CHSA Officer Election process, each CHSA Director will be e-mailed a link to the CHSA Officer Nomination Form. The Form will also be posted on the CHSA Board of Directors Work Space web site.
- February 26, 2018 Deadline for nomination submittals of CHSA Officers will be 5:00 p.m. PT on **February 26, 2018**. Nominations may be submitted online or by email to the CHSA Governance Committee c/o CHSA office using the provided Nomination Form. The form must be completed in its entirety.
- March 2, 2018 The CHSA Governance Committee shall verify that there are enough candidates and they are Individual Members or Agency Members (including employee representatives of the Agency) in good standing and qualified to run for office by **March 2, 2018**. Any member of the Governance Committee nominated as an Officer, shall recuse themselves from the verification process for the Officer position they have been nominated.
- In the event only one or no nomination for a CHSA officer position is submitted, the Governance Committee may identify and recruit qualified candidates, considering geographic diversity, membership class and area of expertise. **Recruitment will be completed by March 21, 2018**. While the Governance Committee will make every effort to recruit additional nominees, the election process will move forward according to this timeline in the event no additional nominees are identified.
- March 21, 2018 The Governance Committee will e-mail all nominees a draft of the “voter’s pamphlet” to ensure that all information included in the pamphlet is accurate. The Governance Committee must be notified of any errors by 5:00 p.m. PT on **March 23, 2017**.
- March 27, 2018 The Governance Committee will e-mail the “voter’s pamphlet” and a link to the online ballot to CHSA’s General Membership with voting rights on **March 27, 2018**. Voter pamphlet will provide information on candidates and the office they have been nominated to serve in.
- April 6, 2018 Ballots must be submitted online by 5:00 p.m. PT on **April 6, 2018**. Ballots may also be received by mail delivery no later than April 6, 2018 - not postmarked.
- April 7, 2018 Ballots will be reviewed and counted by the CHSA Governance Committee and results submitted to the CHSA Secretary.
- April 9, 2018 CHSA Secretary will announce the official results of the Officer elections at the CHSA Board of Directors meeting on **April 9, 2018**.
- Between the announcement of the official results to the Board and the posting of results on the CHSA website, the Governance Committee and CHSA Executive Director will notify all nominees directly of the results and thank them for their nomination.

April 16, 2018

Election results will be posted on the CHSA website and e-mailed to members by **April 16, 2018**. The current Officers will commence transition planning with the Officers-elect and the CHSA Executive Director.

Results of the CHSA Officer election will be communicated to the Region IX Head Start Association, National Head Start Association, 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 1, 2018

Officers-elect will assume their responsibilities as CHSA Officers.

CHSA Governance Committee
California Head Start Association
1107 9th Street, Suite 810
Sacramento, CA 95814
916-444-7760 Phone
elections@caheadstart.org

**NOMINATION FORM 2018
OFFICERS- CHSA BOARD OF DIRECTORS**

Nominations for office must include all the requested information below.

Name of nominee: _____

E-mail of nominee: _____

UPLOAD
PHOTO

For the office of: (choose one)

President

Vice President

Secretary

Treasurer

My qualifications for this office are as follows (e.g. Board Member experience, job experience, skills, etc.):

I would like to see California Head Start Association address the following issues (no more than three) in the next two years. I would propose the following strategies be implemented by CHSA to address these issues.

Signature of candidate

Date

Please submit nominations online or e-mail to elections@caheadstart.org

Deadline for Submission: February 26, 2018

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