

TIMELINES
CALENDAR AND PROCEDURES FOR ELECTION
OF CTA STATE COUNCIL REPRESENTATIVE/s AND ALTERNATE/s

The dates below represent the deadlines for the election of a CTA State Council Representative and or Alternate. **Chapter Presidents are responsible for distributing the information to all members in the chapter.** Actual election is direct mail to all members in electoral district.

- September 18** **CCA HE Chairperson announces to CCA/CTA Chapter Presidents that:**
- a. Nominations are now open for representative/s and or alternate/s for Multiples HE-2, HE-4, HE-6, HE-7, and HE-9.
 - b. Election of the State Council Representative will be determined by majority vote and Alternate will be determined by plurality vote.
 - c. Candidates must complete a Declaration of Candidacy form with an optional 30-word biographical sketch.

- October 11** **CCA MEMBERS:**
- a. Return properly completed Declaration of Candidacy form to CCA HE.
 - b. **Forms must be received in the CCA HE Office no later than 5:00 p.m., Friday, October 11, 2019.**

- October 14 – 25** **CCA HIGHER EDUCATION OFFICE:**
- a. Prepares and mails a ballot (with biographical sketches) to each member within the electoral district.

- Oct 29 – Nov 19** **CCA MEMBER:**
- a. Votes and **returns ballots -- must be received no later than 5:00 p.m., Friday, Nov 19, 2019 at:**

**CCA Higher Education
4100 Truxel Rd.
Sacramento, CA 95834**
 - b. Eligible ballots must be sealed in small “Ballot” envelope (provided) and then sealed in the larger envelope with member's return label (provided).

- Nov 20 – 22** **CCA HE ELECTIONS COMMITTEE:**
- a. Counts ballots and verifies tally sheets;
 - b. Compiles election totals from verified tally sheets and lists results; and
 - c. Notifies CCA HE Chairperson of completion of the election results.

- Nov 25, 2019** **CCA HE Chairperson:**
- a. Sends announcement of results to Chapter Presidents, Candidates and CTA Committee on Elections and Credentials; and
 - c. Files ballots and official tally sheets for one year from date of election.

Challenges must be **received**, in writing, within 10 days after results are posted. Challenges should be sent to the CCA Elections Chair at the address listed above.