

2024-2025 Nominations/Elections Timeline

October	The Nominating Committee reviews procedures for the selection of nominees for office the following year at the annual conference.
February 1	Nominating Committee (through AASPA office) sends nominations solicitation to all affected regional members and entire membership for President-Elect and Secretary (when applicable), with periodic reminders sent throughout the nominating period
April 1	Nominations deadline
April 15	The Nominating Committee verifies nominations of qualified candidates. The Nominating Committee contacts finalists resulting from the screening process to determine willingness to serve if nominated and elected to the position. In the event there is no qualified candidate for an elected position, the nominating committee shall request that the AASPA staff re-open nominations to the appropriate group and establish a timeline for the nomination process which will allow for the submission of a full slate of candidates to the Executive Board at their summer meeting.
May 1	The Nominating Committee meets via conference call. Nominating Committee submits final roster of nominated, seconded, and qualified (vetted by the Nominating Committee) candidates to the AASPA Executive Board.
June	Executive Board approves slate of candidates for open Board positions at summer Executive Board Meeting
July 1-15	AASPA staff prepares website, election emails, and voting links – places necessary links and information on website for members to review
July 1-15	Nominating Committee confirms voting process and timeline
July 15	Voting information and instructions sent to qualified members with links to candidate information – reminders sent every five days leading to election, once five days after beginning of voting and the day before voting closes.
August 1	Voting begins, 8:00 am (EDT)
August 10	Voting closes, 5:00 pm (EDT)
August 15	Run-Off Election (if needed) voting begins, 8:00 a.m. (EDT)
August 25	Run-Off Election voting closes, 5:00 p.m. (EDT)
Sept 1	Nominating Committee verifies voting results
Sept 18	Executive Director communicates with winners to confirm attendance to the Annual Conference, New Board Member Orientation and Friday Board Meeting. Executive Director relays confidential election results and updates to the Executive Board.
October	The Nominating Committee announces election results and reports at the Annual Conference/Business Meeting.