

**III. MCPB BOARD ELECTION TIMELINE:**

*If a date falls on a weekend or holiday, the next business day applies.*

1	Board appoints Election Coordinator(s) (EC)	by Sep 31
2	EC coordinates research and selection of elections vendor	by Nov 1
3	EC develops and schedules On-Air Announcements /press releases/local news spots, website/social media postings to announce Election, Dates, Candidacy Requirements, invites new members, invites current members to sign up for e-voting; provides contact info for Applications.	Nov 15 to Dec 30
4	<ul style="list-style-type: none"> <li>EC sends application, bylaws, elections policy to interested candidates.</li> <li>EC receives applications by email; answers question from candidates.</li> </ul>	Nov 15 to Jan 30
5	<b>Last day to become member to vote and to request a paper ballot</b>	Dec 31
6	GM completes 'Programmers eligible to vote' list (if Programmer-Elected Director is subject to this election) and forwards list to EC	Jan 2
7	<ul style="list-style-type: none"> <li>EC forwards applications to Board Secretary.</li> <li>Board Secretary verifies that candidates meet Candidacy Requirements.</li> <li>EC informs candidates confirmed by Board Secretary and informs any candidates whose candidacy was not confirmed.</li> </ul>	by Jan 31 by Feb 5 by Feb 8
8	<ul style="list-style-type: none"> <li>EC compiles Ballot content and forwards it to Elections Vendor;</li> <li>Station staff sends current Member database to Elections Vendor and notifies EC that database was sent.</li> </ul>	by Feb 10
9	<ul style="list-style-type: none"> <li>EC works with Elections Vendor to assure that member database is ready, and Elections Vendor has all needed info.</li> <li>EC approves online ballots and authorizes Elections Vendor to open online voting and mail paper ballots</li> </ul>	by Feb 20 by Feb 28
10	<ul style="list-style-type: none"> <li>EC runs on-air announcements, website/social media postings and local news spots to announce ongoing election and to promote online voting.</li> <li>EC organizes On Air Candidate Discussion to be held by first weekday of March</li> </ul>	Mar 1 to 31
11	<ul style="list-style-type: none"> <li>Election Vendor receives ballots;</li> <li>Election Vendor tallies ballots, communicates result to Election</li> </ul>	by April 5 by April 6
12	EC informs Board President and all candidates	by April 7
13	EC announces election results on air and to press	by April 10
14	Board President and General Manager organize Board Orientation	by May 15
15	Board Meeting to conduct board orientation, retire outgoing board members and seat new board members	by May 31