



INTERNATIONAL
SPECIAL EVENTS SOCIETY

International Special Events Society 2009 Chapter Election Calendar & Procedures

- March 6 Nominating Committee appointed by Chapter President. Chair designated by Chapter President. Each member of the Committee must complete and sign the Committee Acceptance Form (*exhibit 1*).
- March 13 Chapter President disseminates all election forms, calendar, and fully reviews election process with the Nominating Committee.
- March 20 Deadline for Nominating Committee Appointment (*exhibit 2*) and Acceptance Forms (*exhibit 1*) faxed/mailed by Nominating Committee Chair to ISES headquarters.
- March 27 Nominations open. Committee sends election mailing to all members (except students). The mailing should include: **1.** letter from the Nominations Committee with election guidelines (*exhibit 3*) **2.** this Election Calendar **3.** Basic Volunteer Responsibilities for Chapter Leadership Positions and Nominations/Application Form (*exhibit 4*). At this time, Nominating Committee should begin discussing if they will be conducting a slate or a ballot election.
- April 17 Deadline for receipt of Nominations/Application Form (*exhibit 4*) to Chapter Nominating Committee. **At this time, the Committee must decide if they will be sending a slate or a ballot to the chapter membership. See Slates vs. Ballots.**
- April 24 Deadline for Chapter Nominating Committee to submit the names of their prospective nominees to ISES Headquarters for verification that the nominees are members in good standings.
- May 1 ISES Headquarters contacts Chapter Nominating Committee on eligibility of the prospective nominees. The Chapter Nominating Committee then contacts all nominees informing them of their nomination and send/fax Nomination Acceptance Forms (*exhibit 5*).
- May 8 Deadline for the Chapter Nominating Committee to send/fax a signed Nomination Acceptance Form (*exhibit 5*) for every nominated candidate to ISES Headquarters. Deadline for the Chapter Nominating Committee to email the Chapter Slate (*exhibit 6a*) or Slate (*exhibit 6b*) for approval.
- STOP: If you have not done the above, you are in violation of the ISES Bylaws, policies and procedures. All candidates must be confirmed as a member in good standing to hold an office of the International Special Events Society and all slates/ballots must be approved.**
- May 15 ISES Headquarters notifies Chapter Nominating Committee on status of slate (approved/denial)
- May 18 Nominations slate/ballot mailed by Chapter to membership (except student members) with call for additional petitions (*exhibit 6a or 6b*).
- May 29 Deadline for receipt of petitions to the slate for Officer and Board positions. If no petitions are received your elections are final (for slate elections only)
**Inform the prospective nominees their election is confirmed
**Inform ISES Headquarters (send Chapter Roster in the Board Roster Template 08-09.xls)
- June 12 Deadline for returning the Official Election ballot to the Chapter Nominations Committee. (for ballot elections only)
**Inform the prospective nominees their election is confirmed
**Inform ISES Headquarters (send Chapter Roster in the Board Roster Template 08-09.xls)
- June 15 Election results announced.**
- Late June 2009-10 Chapter Presidents attend Leadership Training in Chicago, IL (MANDATORY)**
- July 1 New ISES Chapter Officers take office (*exhibit 7*).**
- August 6 New ISES Chapter Officers attend Chapter Leadership Meetings at ISES Eventworld 2009 in San Francisco, CA.