

Action	Due Date	Date Completed
ExCom to approve online voting ¹	02/28/22	
ExCom to set the schedule / deadlines ²	08/16/22	
Appointment of nominating committee ³	06/15/22	
Election Committee appointment ⁴	06/15/22	
Submitting names for NomCom to consider (date per newsletter) ⁵	08/01/22	
Producing eligible voter lists ⁶	10/05/22	
NomCom slate of nominees ⁷	08/16/22	
Ballot issue petitions due ⁸	08/30/22	
Candidate petitions (for petition candidates) ⁹	08/30/22	
Printing and mailing ballots ¹⁰	10/05/22	
Receipt of returned ballots, i.e., closing date ¹¹	11/11/22	
Date, time & place for counting ballots ¹²	11/30/22	
Written appeals by candidates of the election results ¹³	12/30/22	

¹ This should occur at the first ExCom meeting of the year, per national guidance. Helpful templates and complete election guidance can be found on [Campfire Community](#), including rules that will impact the timing of your election schedule.

² Bylaws require ExCom to set the schedule, without further listing of time frames except as listed in these footnotes. National recommends doing this early in the year. Normally, we will set this deadline for earlier.

³ Per schedule, but national recommends doing this early in the year

⁴ Per schedule; note that when setting all deadlines, ExCom can also appoint the NomCom to serve as the Election Committee

⁵ Per schedule

⁶ Per schedule; actual date to coincide with distribution of ballots i.e. start of the election.

⁷ Two weeks before deadline for nomination petitions a/k/a candidate petitions; 5 weeks before mailing of ballots

⁸ Per schedule

⁹ Per schedule

¹⁰ 4 weeks before closing date

¹¹ Fourth quarter of each year (closing date should be in the 4th quarter)

¹² Per schedule; the date indicated will be the deadline for completing the ballot count by midnight. The count will take place by video conference unless otherwise determined. Any member wishing to attend the count should contact the Election Committee.

¹³ The right to appeal is not mandated in the group bylaws but is recommended in Sierra Club best practices. Appeals must be in writing delivered to the designated contact person for the election committee. Destruction of ballots may be authorized by the ExCom after any appeals or complaints have been resolved.