



COMTO Chapter Election Timeline 2018

Date	Action	Responsible Party
No Later than March 26th, 2018	Chapters to identify a nominating committee between 3-5 individuals. No member of the nominating committee is eligible to run for any office.	Chapter President & Membership
Between March 26th and April 23rd	Notify chapter members of upcoming elections with published timeline to include the following: <ol style="list-style-type: none"> 1. Certify through membership Database all members are in good standing. (eligible for nomination and eligible to vote) 2. Call for Nominations 3. Notice to membership of received nominations 4. Meeting in which membership can hear from candidates. Only members in good standing are eligible to attend. 5. Notice of Voting Period (at least 2 weeks in advance of actual voting period) 	Chapter Nominating Committee
Between April 23rd and May 21st	<ol style="list-style-type: none"> 1. Voting Period Takes Place – ballots distributed to membership 2. Date that sealed ballots will be certified by nominating committee 3. Nominating Committee collectively certifies ballots 4. Nominating Committee notifies chapter members of new officers 	Local Chapter President
No later than May 25th	New Chapter President provides following information to National for all chapter officers <ul style="list-style-type: none"> • Name, Leadership Position, Current Contact information – Please see Excel File Chapter Officers 2018-2020. 	New Chapter President

If there are any questions or concerns please reach out to Lauren Gunn, Membership Coordinator at lgunn@comto.org, Meshelle Howard at mhoward2@mdta.state.md.us, Frank Mesa at mr.mesa@gmail.com or Gwendolen Gray at ggray0430@yahoo.com.