Election Timeline

HIMSS recommends that chapters use an election timeline to better prepare for the June 30 fiscal year end. Chapter boards are welcome to make changes to the timeline to accommodate your chapter retreat or initial board meeting. More information can be found on the Chapter Leader Resource Area [Elections page](http://clra.himsschapter.org/c2/content.aspx?ItemNumber=42362&navItemNumber=132&ct=628da4a45eafd29eda76552833b96784889615de3d5f0d196311f2ca86745fc817800f5b1fd77e186f0c56247212effef600bfc0d54aad11c8abb80f7a8813c9).

January through March

* Succession planning should take place throughout the year at chapter meetings and events. Consider creating an election lead role to help facilitate the process (Member-at-Large or the Immediate Past President would be ideal for this position).
* It is recommended that between January and March the chapter board meets to discuss election planning. This meeting should include board recruitment ideas, consideration of potential candidates, outreach plans to the membership, and communication plans with potentials candidates.

March through April

* Notify your membership about your upcoming election as part of your communications plan. Send out a call for nominations and encourage chapter members to step up. Include the following information during recruitment:
	+ Dates of election process (open voting, close voting, announcement of officers)
	+ Open positions
	+ Position description
	+ Qualifications required
		- Refer to chapter bylaws and policy
		- HIMSS member and chapter member for minimum of one year

May 1 – May 10

* The nomination committee should meet to review all nominations and select/finalize candidates. The voting, meeting, and announcement dates should be secured by this point.
* Nominated candidates adhere to the following:
	+ HIMSS membership is current/active
	+ HIMSS member and chapter member for minimum of one year
	+ Qualifications meet chapter bylaws and policies
	+ Reflect professional diversity among the board (background, career, worksite)

May 10

* Send a notification email to all chapter members regarding the upcoming election.
	+ Please include: candidate statements, bios/resumes, dates of election, link to ballot.

May 10 – June 10

* Election period is conducted with multiple reminders sent to members to vote.
* Election dates and link to ballot are posted on the chapter website.

June 10 – 15

* Nomination committee counts ballot; winners are verified and accepted.

June 15

* Nomination Committee notifies winners and personally phones non-winners to thank them for their submittal and encourage them to be engaged in other areas.
* Publically announce winners via email to all members and post on website.

June 16

* Email HIMSS staff at chapters@himss.org the new chapter board list. We will not have the new board on file until this is sent directly to us.

June 16 – 30

* Hold an officer transition meeting and strategic planning session for the year ahead.
* Ensure all officers are familiar with the chapter bylaws and policies. (Best practices tip: Have all Board members sign-off that they have read and will abide by the chapter bylaws and policies).

Contact chapters@himss.org with any questions.