

# **SPRING 2016 MSCA ELECTION CALENDAR**

**Approved by the MSCA Board of Directors – November 6, 2015**

**November 1, 2015:** Earliest date by which interested parties may secure nomination papers for any MSCA office. Requests should be sent in writing via certified mail or hand delivered to the MSCA Nominations and Elections Supervisor indicating the office sought, as per Article IV(2a).

**First Friday in December year prior:**

**December 4, 2015** Date by which Spring 2016 Elections Rules and Calendar must be approved by MSCA Board, as per Article VII(7).

**Third Friday in January:**

**January 15, 2016** Date by which candidate must file with Nominations and Elections Supervisor Nomination Papers containing forty (40) signatures from members in good standing, no more than fifteen (15) from any one Chapter, in order to be certified as a Candidate (Article IV(2b)). The signatures must be received by 5:00 PM on this date, **regardless of postmark**, and should be sent via Certified Mail.

**Fourth Friday in January:**

**January 22, 2016** Date by which any written challenges to signatures must be received by the Nominations and Elections Supervisor by 5:00 PM.

**First Friday in February:**

**February 5, 2016** Date by which Elections Committee meets to hear any written challenges to signatures and to certify Candidates.

**First MSCA Board meeting following third Friday in January:**

**February 5, 2016** Date by which Nominations and Elections Supervisor submits to the MSCA Board of Directors, members of the Elections Committee and all those who requested nomination papers, a list of Certified Candidates. A request will be made to Chapter Presidents to publish the list in Chapter Newsletters and the MSCA webmaster will post the list on the MSCA website (consistent with Article IV(2e)). Along with the list, Certified Candidates will receive contact information for the MSCA Board of Directors, Elections Committee, Chapter Presidents, and Communications persons, as well as a copy of the Spring 2016 MSCA Election Rules and Calendar.

**Second Friday in February:**

**February 12, 2016** Date by which all Certified Candidates must provide the Nominations and Elections Supervisor a biographical statement not to exceed 350 words setting forth the Candidate's experience and goals. The statement together with a photo, supplied by the candidate not to exceed 5" x 7" (B & W preferred) will be posted on the MSCA website and distributed to Union members at least one week prior to the mailing of ballots. Certified Candidates must also provide the Nominations and Elections Supervisor with a schedule of their availability during February and March so that a reasonable date can be set for each campus's Candidate Forum. Any Certified Candidate who fails to meet this deadline forfeits the right to contest the scheduling of any campus's Candidate Forum.

**February 15, 2016**

– **March 11, 2016:** A Candidate Forum may be held on each campus. Consideration will be given to Certified Candidates' stated availability, winter and spring breaks and scheduling two nearby campuses on the same day.

**March 15, 2016:** Date by which dues must be paid for an MSCA member to be eligible to vote, determined by Articles III(2) and IV(2d).

**March 16, 2016:** Ballots are mailed to all eligible Union members to their home addresses by the Supervising Agency (to be determined by the MSCA Board of Directors) using the double envelope system (specific date to be determined in consultation with Supervising Agency).

**Three weeks following Ballot mailing:**

**April 6, 2016** Date by which all ballots must be received by the Supervising Agency no later than 5:00 PM **regardless of postmark.**

**The next business day following official return of Ballots:**

**April 7, 2016** Date by which ballots will be counted and Certified Candidates will be notified of election results by Nominations and Elections Supervisor.

**Seven days following official ballot count:**

**April 14, 2016** Date by which all written challenges must be received by Nominations and Elections Supervisor, by 5:00 PM, and submitted to the Arbitrator by the next business day.

**Third Friday in April:**

**April 15, 2016** Date by which all written challenges to the Election shall have been heard and adjudicated by Elections Committee.

**MSCA Delegate Assembly:**

**April 30, 2016** Nominations and Elections Supervisor reports official Election results to the Delegate Assembly.