

SDEA Election Procedures for Association Representative: Flow Chart

Any SDEA member who is not running for office may conduct the election. They should review the full [Election Procedures](#) prior to beginning the election process. This flow chart is meant to assist the member conducting the election with the timeline.

Step	What happens	When it happens	Resources
Step 1: Nominations	<i>Nomination Period Notice</i> and <i>Election Procedures</i> posted or emailed to all members.		Election Procedures (pg. 1) Nomination Period Notice (pg. 2)
	Nominations are taken via paper at a meeting or by Google form .	At least 3 working days after <i>Nomination Period Notice</i> and <i>Election Procedures</i> shared	Nomination Form (Update question 3 re: CRs based on the formula at the top of pg 1)
Step 2: Election	A <i>Sample Ballot</i> is posted. <i>Election Notice</i> is sent to all members.	At least 3 working days prior to the election	Election Notice (pg. 3) <i>Sample Ballot</i> : Create using this Google form , then download a copy to send to members
	The election is conducted using either paper ballot or Google form .	At least 3 working days after <i>Sample Ballot</i> and <i>Election Notice</i> shared	Voter Check-In Sheet (pg. 4) - only needed if using paper ballots
Step 3: Submit election results	Tally election results using the <i>Official Tally Sheet</i> .		Official Tally Sheet (pg. 5)
	Send ballots, <i>Official Tally Sheet</i> , and <i>Voter Check-In Sheet</i> (if using paper ballots) to the SDEA Election Committee	Submit election results by April 8, 2025	