

## College Prep Elementary Board Election Timeline

Election Chair: Maya Kruger

Date	Event
<b>April 23rd, 2018</b>	Board determines number of vacancies and process for the board election.
<b>By May 11th, 2018</b>	All eligible voters will receive board member nomination announcement packets, including: <ul style="list-style-type: none"> <li>• A Notice to Candidates</li> <li>• A Candidate Application</li> <li>• A Board Member Expectations/Board Description</li> </ul>
<b>May 18th, 2018</b>	All Candidate Applications are due to the CPE front office
<b>May 23rd, 2018</b>	Packets will be sent to all ELIGIBLE VOTERS with: <ul style="list-style-type: none"> <li>• Notice of the election date and timeline</li> <li>• Announcement of Absentee Ballot Process</li> <li>• Candidate biographies created from the Candidate applications</li> <li>• A Sample ballot</li> </ul>
<b>May 25th, 2018</b>	Absentee balloting begins. <ul style="list-style-type: none"> <li>• Absentee ballots are issued to those requesting them.</li> <li>• Roster of all families is kept at the front desk. Those completing absentee ballots sign off on roster at front desk.</li> <li>• Box for absentee ballots is kept at Front Office Desk during the day and locked in a cabinet at night. Office puts all absentee ballots in their sealed envelopes in the absentee ballot voting box.</li> <li>• Absentee balloting occurs in person in the office between 7:30 am and 3:30 pm on days that school is in session.</li> </ul>
<b>June 1st, 2018</b>	In-person and final day election ballots will be available at CPE on June 1 <sup>th</sup> , 2018. <ul style="list-style-type: none"> <li>• An election station is set up at CPE from 7:30 am to 3:30 pm and at the CPE Picnic location from 3:30 pm to 7:00 pm on June 5<sup>th</sup>.</li> <li>• Family members sign the roster as they vote. Families who signed out an absentee ballot cannot vote again.</li> <li>• Identify Election Counting Delegate(s) for 7:00 pm               <ul style="list-style-type: none"> <li>○ CPE Election Judge: Maya Kruger</li> </ul> </li> <li>• Election announcement/certification at 7:30 pm that day.</li> </ul>
<b>June 25th, 2018</b>	First Board Meeting of the newly elected board.