Governance Committee Board Recommended 2025 Board of Directors Election Calendar

January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 **Governance Meeting** Identify open seats	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 **Board Meeting**	23	24	25
26	27	28	29	30	31	

February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Preparation of new candidate packets	4	5	6	7	8
9	10 **Governance Meeting** In Person	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 **Board Meeting** Board approves Board Nominating Committee (see HCPA bylaws 4.3)	27	28	

March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14 Call for 2025-26 Board Candidates Send out communications; Recruit Nominees	15
16	17 Governance Meeting First Day Nominees submit Candidate Packets	18	19	20	21	22
23	24	25	26 Board Meeting	27	28	29
30	31					

April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Spring Break	1 Spring Break	2 Spring Break	3 Spring Break	4 Spring Break	5
6 Last Day for Nominees to submit candidate packets	7 Governance Meeting In Person	8	9 Last Date for Nominating Committee to finalize candidates to be on the ballot	10	11	12
13	14	15	16	17	18	19
20	21	22	23 Board Meeting	24	25 Election Date Communication to Voters *must be done 30 days BEFORE the election per the State Law*	26
27	28	29	30			

May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Governance Meeting	6	7	8	9	10
11	12	13	14	15	16 Candidate Information Communicated to Voters *Needs to be communicated at least 10 days before elections*	17
18	19	20	21	22	23	24
25	26	27 ELECTION	28 Board Meeting ELECTION	29 ELECTION	30	31

June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 **3:30** Tallies and Certified Election Results will start. Report results to board at 6/25 Board Meeting	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Board Meeting Election results presented and approved	26 ***Incoming New Board Members need to complete their required trainings prior to taking their seat in office	27	28
29	30 *Outgoing board member term ends*					

July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 *Elected Board Members term begins*	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 Board Meeting Officer Elections	24	25	26
27	28	29	30	31		

Governance Committee Recommended 2025 Board of Directors Election Timeline

Date	Events	Process
January 6, 2025	Identify open seats	Prepare draft ballot of call for nominations based on the intentions of current board members
January 22, 2025	Board Meeting	Board approves Board Nominating Committee (see HCPA bylaws 4.3)
February 3, 2025	Preparation of New Candidate Packets	Revise current nominating packet to meet the needs of the upcoming annual board election
March 14, 2025	Call for 2025-26 Board Candidates	Recruit Nominees Send out communications to teachers, staff, and parents. Community outreach ie Hmong Times, Facebook, school website. __and __ create communication ie flyer and website. Board Liaison send out communications (point of contact) __ creates a Google.form for nomination packet.
March 17, 2025	First Day Nominees submit Candidate Packets	Board Liaison will organization and collect the applications
April 6, 2025	Last Day Nominees submit Candidate Packets	Board Liaison will organize and collect all applications. Give applications to Daniel Schmidt/Susan Vang.
April 9, 2025	Last Date for Nominating Committee to finalize candidates to be on the ballot	Board Nominating Committee meets to finalize candidates to be on the ballot

April 25, 2025	Election Date Communication to Voters	Once you have chosen election date, set the communication event to be NO LESS THAN 30 days before election, a communication to voters about the date and process for the election of Board of Directors
May 16, 2025	Candidate Information Communicated to Voters	Voters have time to review candidate choices ,ask questions and make arrangements to vote
May 27-29, 2025	School Community Election of Board Members	Choose a Date and Style for Election; Nominating Committee and School Admin Office with Board Liaison Facilitate Election
June 2, 2025	Board Nominating Committee (Board Governance Committee)	Tallies and Certifies Election Results and Sends to Board Liaison for Board Packet
June 25, 2025	HCPA Annual Meeting/June Board meeting	Approve Election Results and New 2024-25 Board Roster