

**Timeline for Special Election of Representative Council for FC Business/CIS/PE,
FC Counseling, and CC Health Science/Kinesiology
Fall 2023**

All requests and submissions to Elections Committee Chair should be sent electronically to jwalkeruf@gmail.com by 6pm (end of business day) unless otherwise indicated.

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| September 5 | Announcement of vacancy via email to all members of the FC Business/CIS/PE, FC Counseling, and CC Health Science/Kinesiology Divisions and posted on UF NOCCCD website (ufnorthorange.com). |
| September 14 | Declarations of candidacy must be sent to Elections Committee Chair. |
| September 15 | Acknowledgement of declarations of candidacy, distribute elections guidelines/rules for campaigning sent to candidates electronically from Elections Committee Chair. |
| September 18 | Deadline for candidates to submit a statement to Elections Committee Chair. Statement is limited to 50 words. Deadline to request a paper ballot. Paper ballots can be sent to any Member who does not wish to vote electronically. A written request must be sent to the Elections Committee Chair. Paper ballots will be mailed to the last known address on file with CTA for those who requested. |
| September 20 | Candidate statements will be sent via email to all members of the FC Business/CIS/PE and CC Health Science/Kinesiology Divisions and posted on UF NOCCCD website (ufnorthorange.com). Deadline to inform Elections Committee Chair if candidate or designee will be observing counting of paper ballots, if any. |
| September 22 | Voter credentials sent via email mail from third party vendor, Simply Voting. Please check your spam/junk folders if you do not receive an email. If you do not find the email, please contact the Elections Chair at jwalkeruf@gmail.com . |
| September 22-28 | Voting via electronic platform beginning at 8am on September 22 and concluding at 3pm on September 28. Paper ballots must be received at the UF PO Box by 3pm on September 28 (postmarked date not accepted). |
| September 28 | The Elections Committee will download results from Simply Voting, count any paper ballots received and prepare a Teller's Report. Results to leadership and candidates. Results will be emailed to members and posted on the UF NOCCCD website (ufnorthorange.com) by September 29. If a run-off election is necessary, this will be included in the announcement. |
| September 30 | Deadline to request a paper ballot for run off, if necessary. Paper ballots will be mailed to the last known address on file with CTA. Deadline to inform Elections Committee Chair if candidate or designee will be observing counting of paper ballots, if any. |
| October 9 | Any challenge to the election must be received by the Elections Chair (jwalkeruf@gmail.com) no later than 6pm unless there is a run-off election. |
| October 2 | Voter credentials for run off, if necessary, sent via email from third party vendor, Simply Voting. Please check your spam/junk folders if you do not receive an email. If you do not find the email, please contact the Elections Chair at |

jwalkeruf@gmail.com.

- October 2-10 Voting for run-off election, if necessary, via Simply Voting beginning at 8am October 2 and concluding at 3pm October 10. Paper ballots must be received at the UF PO Box by 3pm October 10 (postmarked date not accepted).
- October 10 The Elections Committee will download results from Simply Voting, count any paper ballots received and prepare a Teller's Report. Results to leadership and candidates. Results will be emailed to members and posted on the UF NOCCCD website (ufnorthorange.com) by October 11.
- October 21 If a run-off election was necessary, a challenge to the election, including the run-off election, must be received electronically by the Elections Chair (jwalkeruf@gmail.com) no later than 6pm.