**KCAC 2020-2022 Term Timeline**

*September 30* KCAC Meeting - Opening of New Term 2020-2022

- Introductions and Committee Assignments Made

*September 30- October 10* - Committee Work Begins

- Committee Chair will contact current President of the Board of the Committee you are working on and invite them to attend your first committee meeting to discuss: intent of currently serving Board Members to stand for reelection; skill sets/background helpful for potential candidates; challenges and opportunities facing the board; other pertinent information related to identifying strong candidates.

- Committees also use this meeting to collaborate on potential candidates, assign committee members to contact identified potential candidates, choose interview questions and interview dates so that members can note them on their calendars.

*October 11 - October 24* - Reach out to potential candidates identified by committee, working to secure their applications. This effort is the equal responsibility of all committee members. Please be clear with applicants about the process and that they need to be a registered voter at their current address.

*Applicant Process:* - Submit completed application.

- Applicants most often choose to include a ‘resume’ or ‘bio’ with their application.

- Interview with the full subcommittee - not all applicants will be on subcommittee's final slate

Note: The full KCAC will vote on each subcommittee's slated candidates.

Applications & attachments submitted by slated candidates will be sent to the full KCAC.

*October 25 – November 15* - Interview and Slate Candidates.

The number of interview dates will depend on the number of applicants. The full committee must interview all candidates, including incumbents. Often committees prefer to discuss and complete their slate at a separate meeting after all interviews have been conducted.

*By November 16* - Submit the committee’s slate of candidates to the officers of the KCAC.

 -Per KCAC By-laws, all candidate applications must be submitted no less than 17 days prior to the December meeting of the full KCAC. This year, November 16 is that “drop dead” date.

*December 6th at 4pm* 2nd Meeting of the KCAC 2020-2022 Term – VIA ZOOM – 4pm

 - At this meeting, each Committee Chair will present their Committee’s slate of candidates.

- The Candidates will speak to the full KCAC.

- All KCAC delegates will participate and vote for open Board positions per Board, as each Committee is presented.

 Once KCAC elections are completed, Candidate Petitions will be available for signature.

*December 14-21* File Candidate Petitions. As in past years, KCAC officers will file on behalf of Candidates.

*April 6, 2021* Consolidated Election for all Positions

*April of 2022* Third Meeting of the KCAC 2020-2022 Term

 - New Trier Caucus Candidates are presented

 - Nominating Committee presents new Executive Team for 2022-2024 KCAC

 - All business of the 2020-2022 KCAC completed

The KCAC website, [KCAC-60043.org](http://kcac-60043.org/) is an excellent resource. Paget Bahr, Alison Fitzgerald and Kristin Pilant are available to answer any questions.

**Please remember, it is vitally important that confidence be maintained regarding all of the proceedings of your committee. Meetings and interviews are not to be discussed outside of your subcommittee meetings.**