Elections Four-year Cycle

Year 1 – Post Election Review

- Review and summarize post election debrief
- Complete outstanding administrative tasks
- Assemble election records for retention
- Arrange for destruction of previous election materials
- Financial disclosures

Conduct Census

Review Ward Boundaries

Review Readiness

- By-elections
- Vote of Electors
- Petitions

Year 2 - Election Planning

- · Redesign processes
- · Plan technology changes
- · Update bylaws and policies
- Prepare Requests for Proposals (RFPs)
- Connect with partners to begin planning
- Update training plan and training material
- Prepare onboarding material for seconded and limited-term positions

Conduct Census

Convene Ward Boundary Commission

Review Readiness

- By-elections
- Vote of Electors
- Petitions

Year 3 - Election Planning

- · Implement process changes
- · Implement technology changes
- Issue RFPs
- Onboard seconded staff, corporate partners and trainers
- Conduct Train the Trainer sessions
- Formalize partner strategies with external partners
- Prepare information for candidates
- · Begin communication tactics
- · Book voting stations

Conduct Census

Conclude Ward Boundary Commission

Review Readiness

- By-elections
- Vote of Electors
- Petitions

Year 4 – Execute Election

- Accept nominations
- Continue training and integration of seconded staff
- · Prepare materials for election
- Hiring and trainining of temporary workers
- Conduct Election
- Conduct Election worker offboarding

Conduct Census

New Ward Boundaries in Effect

Review Readiness

- By-elections
- Vote of Electors
- Petitions