MAPE Board of Directors
February 20, 2015
8:30 a.m. – 4:00 p.m.
3460 Lexington Avenue No.
Shoreview, MN 55126

M= Motion    S= Second    P = Passed    F = Failed

Present: President Chet Jorgenson, 1st VP Jason Moran, 2nd VP Eva Larson, Secretary Mary Baker, Treasurer Michelle Doheny, Carol Johnson (Reg 1), Julie Sullivan (Reg 2), Char Falconer (Reg 3), Akia Carrington (Reg 4), Jamie Fitzpatrick (Reg 5, Local 501 Treasurer), Joan Treichel (Region 6), Ellena Schoop (Reg 7), Mark Dreyer (Reg 8), Sandy Dunn (Reg 9), Mike Landers (Reg 10), Elladean Wikstrom (Reg 11), Terry Nelson (Reg 12), Frank Barr (Reg 13), Steve Benson (Reg 14), Doug Sloan for Craig Beckerleg (Reg 15), Scott Rood (Reg 16), Mike Terhune (Reg 17), Tim Beske (Reg 18), Jerry Jeffries (Reg 19), Kay Pedretti (Reg 20), Paul Wehrmeister (Reg 21)

ROLL CALL/ANNOUNCEMENTS/HOUSEKEEPING

Meeting called to order at 8:35 a.m. by President Jorgenson.

Good and Welfare/Announcements:
• Director Craig Beckerleg (Reg 15) will be resigning due to family health issues (Jorgenson)
• Update provided on former Statewide Officer Royce Tyre’s health (Sullivan/Doheny)
• Discussion/update on the Office of Legislative Auditor ‘s (OLA) report on MnSure (Wehrmeister)

Directors provided the following updates regarding Local Officer changes in their Regions:
• Local 1701 President will be stepping down as of July 1 (Terhune)
• Region 13 will soon have a new Chief Steward (Moran)
• Local 1903 President retiring from State service next month (Jeffries)
• Local 1801 President not planning to run for another term (Beske)
• Local 502 lost its Vice President (left State service) (Fitzpatrick)
• Local 401 has a Vice President vacancy (Carrington)
• Local 701 Vice President Barbara Clark became President, leaving a vacancy for Vice President (Schoop)

MSP (Fitzpatrick) to adopt the Agenda as amended.
• To add under New Business: Delegate Assembly (Jorgenson)
• To add under New Business: Twins Game (Fitzpatrick)
• To add under New Business: MnSCU Frontline Conference (Jeffries)

MP (Consensus) to approve the January 16, 2015, Board of Directors meeting Minutes as presented.

Wellstone Warm Up
• Paring off for one-on-one (relational) conversation.

9:00 a.m. TIME CERTAIN: Strategic Planning Small Groups
• Question to Answer: What do you want to have accomplished by 11:59 p.m. on 12/31/15?
• Breakout into 5 groups to discuss/answer the question; groups report out to whole Board.
• Viewed news clip of Governor of Illinois Executive Order action to weaken Unions (withholding Fair Share fees).
OFFICER REPORTS

Treasurer’s Report (Doheny)
- Finance Committee met on Wednesday (2/11/15); continuing discussions on development of talking points for the Board to use in having discussions with their locals about the “structure”.
- Checkbooks have been suspended for several locals that have not submitted their 2015 budgets (Locals 101, 1201, and 1302).
- Local Member Assistance Fund Policy
  - MP (Finance Committee) to amend the Local Member Assistance Fund Policy as presented in Attachment A.
- Finance Committee has begun planning discussions for the 2015 Delegate Assembly (DA).
  - MSF (Dunn) that the President create an ad hoc committee of the Board of Directors to manage the 2015 DA planning.

11:00 a.m. TIME CERTAIN: Technology Task Force
- Update provided by the Technology Task Force on current activities: looking into a server to possibly host UnionWare software on-site (would result in elimination of 2 other contracts); digital membership packets; adobe connect; improving sound system (microphones) for the Boardroom (will research further based on consensus of the Board); need to roll out/use adobe connect. (Technology Task Force consists of Board Members Terhune, Johnson, Schoop, Sullivan, Nelson, and Member Jay Smith)

11:30 a.m. TIME CERTAIN: Member Comments: None

OFFICER REPORTS (continued)

Secretary’s Report (Baker)
- Executive Committee Meeting Minutes: Draft February 6, 2015, Executive Committee meeting Minutes provided as informational.
- Correction to the 9/20/14 Board of Directors Meeting Minutes
  - MSP (Pedretti) to correct the 9/20/14 Board Minutes by replacing the year “2015” with the year “2014” as follows:
    - MSP (Doheny) to approve accruals payout for the 2015 Delegate Assembly (DA) attendees as applicable, with funding from the DA Budget.

2nd Vice President’s Report (Larson)
- MAPE Scholarship Programs now open and will close March 31, 2015; Membership Committee will be meeting on April 9, 2015 to determine awards.
- Discussion on Membership Committee’s recruitment efforts (working with MAPE Director Lina Jamoul); activity being planned for May 2015.
- Young Members Group met 2/5/15: brainstorming on next activity - focusing on reaching out to locals with a high number of young fee payers. Next meeting planned for March 2015.
- Local Recruitment Reimbursement Policy
  - M__ (Membership Committee) to amend the Local Recruitment Reimbursement Policy, number 4, as presented in Attachment B.
  - MSP (Fitzpatrick) to postpone discussion to the first agenda item after lunch.
• Local Recruitment Reimbursement Policy (continued)
  • MP (Membership Committee) to amend the Local Recruitment Reimbursement Policy, numbers 1 and 4 as presented amended in Attachment B. (Amended language indicated by underline and strikethrough.)
  • MSP (Pedretti) to amend #1 of the policy as follows:
    o The 2010 MAPE Delegate Assembly authorized each local to Locals may receive up to 240 hours lost time and mileage per month year for activities to increase membership percentage.

1st Vice President’s Report (Moran)
• Grievance Report (February 2015)
• Future Basic Steward trainings are scheduled for April 20, 2015 and November 18, 2015; Advanced Steward training is scheduled for October 19-20, 2015.
• Employee Rights Committee (ERC): working on 3 Contract modules for presentation to locals; Chief Stewards seeking 1-3 leads per local to be trained as information specialists on the anti-bullying policy; next ERC meeting scheduled for 3/16/15.
• Highlighted 3 grievances dealing with disability issues and the importance of filing sound grievances and timeliness for follow-up.

President’s Report (Jorgenson)
• MSP (Dunn) to ratify the following committee appointments: Ben Stoebner as a member of the Elections Committee; Bruce Anderson as a member of the MNIT Statewide Meet and Confer; Jennifer Gallus, Bob Leuer, and Deborah Davis Hudak as members of the Agriculture Statewide Meet and Confer; and Dan Schlitz, Kevin Gorghueber, Cindy Boerner, Esmeralda Guajardo, Stacy Severson, Darla Zimmerman as members, Tari Vannelli as an alternate, and Todd Maki as Chair of the Lottery Statewide Meet and Confer.

STAFF REPORTS
• Executive Director Dan Holub: Updates provided: mini-days on the Hill, possibility of working more with the MN Nurses Associations; meeting with the Attorney General’s Office; intent to visit every local at least once a year; Board Training Survey tallied – top results UnionWare and Board Development training MAP is a possible provider for Board Development Board training.
  o UnionWare Training: MSP (Fitzpatrick) to schedule a full day of training for UnionWare Training and Board Training on a separate day before a from the regular Board meeting. (Amended language indicated by underline and strikethrough.)
    • MSP (Landers) to schedule a full day of training (UnionWare and Board Training) on a day before a regular Board meeting.

1:30 p.m. Time Certain: Political Action Committee (PAC) Report
• Update provided by Public Affairs & Communications Director Richard Kolodziejski on the campaign finance report regarding contribution fines and the PAC’s revised processes to alleviate future issues.

STAFF REPORTS (continued)
• Executive Director Dan Holub:
  • MAPE Anti-Bullying Event Proposal and MAPE’s Timeline of Bullying Experiences:
    o MSP (Landers) to adopt the MAPE Anti-Bullying Event Proposal as presented, with funding from Undesignated Reserves.
  • Industrial Areas Foundation (IAF) Training Plan: to send 9 people to the June 2015 regional training in Chicago; invite Grant Lindsay to do several workshops/trainings for MAPE leaders, staff, and the DA.
    • MSP (Beske) to approve up to $46,575 for the IAF Training Plan, with funding from the Training Budget.

Page 3 of 11
- MSP (Landers) to move into Executive Session at 2:07 p.m., inclusive of the Executive Director re strategic planning.
- MSP (Landers) to leave Executive Session at 2:21 p.m.

- **Public Affairs & Communications Director (Richard Kolodziejski):** Written report covering - 2015 MAPE Day on the Hill Schedule (2/19/15, 2/26/15, and 3/11/15); Web Projects Update; Workplace Behavior/Bullying Month; Media Contacts; Women’s Committee new email address (WomensCommittee@mape.org); Negotiations Update. More Early Updates From the Capitol:
  - **H.F.212** is the Equal Rights Amendment. This bill memorializes Congress to remove the deadline for ratification of the proposed Equal Rights Amendment to the United States Constitution by the states.
  - **H.F.320** and **S.F.336** provide continuing health and dental benefits for all Dept. of Corrections, MN. Sex Offender Program and MN. Security Hospital employees who are totally and permanently disabled as a result of an inmate, patient or client assault. This bill has passed out of its first committee in the House and Senate and awaits a second hearing by both bodies.
  - **H.F.521** provides paid parental leave reimbursement to employers participating in this program exclusive of requiring use of sick and vacation time.
  - **H.F.549** and **S.F.481** provide earned sick and safe time to all employees in all sectors of employment. This is a major initiative this session that MAPE has been participating in.
  - **H.F.565** modifies the financial sustainability triggers for post-retirement adjustment mechanisms. For those of you thinking about retirement, this legislation will determine how increases are handled for retirees.
  - **H.F.566** and **S.F.518** modify provisions directing criteria for making recommendations to adjust employee and employer contribution rates. This legislation outlines when the MSRS Board of Directors will have the ability to change your contribution rates.
  - **H.F.580** provides for pregnancy, parenting, & caregiver insurance benefits through mandatory participation in an insurance program that guarantees every employee the paid leaves.
  - **H.F.660** and **S.F.613** modify the General Plan in the Minnesota State Retirement System's interest assumption rate permanently at a time when the market is performing well. Doing so in a strong market reduces the likelihood of needing a rate increase or benefit reduction.

- **Director of Member Engagement, Development and Organizing (Lina Jamoul):** Written report covering - One on Ones; Relational Organizing pilots (301, 601, 1304, 1901, 2001, 2101); Training (Contract Modules, Regional leads on bullying); Wisconsin meeting with other unions; Membership recruitment; Local reports on engagement, development and organizing – from Business Agents (Locals 201, 401, 1001, 1201, 1202, 1203, 1402, 1602, 1801)

- **MAPE Business Manager (Paul Schweizer):** Written report covering - Operation and Support Services; Financial/Human Resource Services; Monthly Membership Database Updates; Support to Locals and Committees; Elections Update; Technology Update; Building Corporation Update; Delegate Assembly.

**STATEWIDE COMMITTEE REPORTS**

**Negotiations Committee Update**
- Update provided by co-Chairs Landers and Dunn on activities of the Negotiations Team and the Joint Labor-Management Committee on healthcare issues.

**UNFINISHED BUSINESS – none**
NEW BUSINESS

Election Timetable
• MSP (Dunn) to approve the Election Timetable as presented. (Attachment C)

Building Corporation Maintenance Plan
• Update provided on the Building Corporation Maintenance Plan – Working Document (Doheny)

MN Fair Trade Coalition
• MSP (Beske) to support the MN Fair Trade Coalition in the amount of $2,500 from the Coalitions Budget.

Political Oversight Committee
• The Political Oversight Committee is made up of 3 board members who review recommendations from the staff and report back to the Board. Director Benson volunteered to join Nelson and Baker on the Committee, replacing Doheny.

Minnesota State Retirement System (MSRS) Legislative Agenda
• MSP (Fitzpatrick) to support the 2015 legislative changes being proposed by MSRS.

Delegate Assembly
• To post the following proposed Bylaws change for the required 30-day posting period:
  Article 4. Statewide Officers: Section 3. Second Vice President. The Second Vice President shall perform the duties of the First Vice President at meetings at which the First Vice President is not in attendance. The Second Vice President shall maintain the membership records, chair the Membership Committee, and chair the Delegate Assembly Planning Committee. The Second Vice President shall perform other duties as directed by the President or Board of Directors.

Twins and Saints Games
• MAPE Member Jamie Fitzpatrick will research and coordinate dissemination of information to the locals on opportunities for group attendance at Twins and/or Saints baseball games.

Minnesota State Colleges and Universities (MnSCU) Frontline Conference
• MSP (Jeffries) to support the 2015 Frontline Conference and MAPE table/participants in the amount of $500.00 from Undesignated Reserves.

Salary Savings Leave
• Discussion of several agencies offering salary savings leave (i.e., DHS and Revenue).

Board Stewards’ Report (Jeffries): None

Meet & Confer Reports: MnIT Meet and Confer Minutes of 2/4/15 covering the following Topics: Performance appeals/policy; Supplementals; BA/PM class standardization; Standardized PDs, Exempt vs Non-exempt; Overtime management; Staffing and workload issues; Employee retention; Communications, Flex/Vacation time; Training; Morale; Service awards.

Correspondence: Thank you letter from American Civil Liberties Union of Minnesota (ACLU-MN) for MAPE’s support in 2014.

MP (Consensus) to adjourn at 4:00 p.m. [Next meeting scheduled for March 20, 2015]

Mary Baker, Statewide Secretary

Approved: March 20, 2015
Local Member Assistance Fund Policy

Board of Directors Revision Date:
6/18/2010
07/19/2013
02/20/2015

Summary: Policy for MAPE Locals to establish a Local Member Assistance Fund (LMAF).

Policy:

Establishment and Operation

1. Locals may establish hardship funds for qualified recipients.
   - The local executive committee will be responsible for the establishment of the LMAF and policy/procedures.
   - The LMAF will operate in a manner similar to MAPE’s current Donations Policy.
   - MAPE Locals may utilize local funds and seek area donations, including donations from other MAPE locals, to capitalize their LMAF.
   - MAPE locals may utilize area financial institutions.
   - Financial remunerations Disbursement of funds is limited to the approved local budget line item.
   - Locals that have already received supplemental funds from the Finance Committee may receive an additional $1,000 from the Finance Committee to fund a local member assistance fund in the same year they received the supplemental funds.

2. Qualified recipients:
   - A MAPE member and or spouse, domestic partner, dependent child, who has been financially impacted due to member’s spouse, domestic partner, dependent child/children, mother and father who has experienced a recent major personal/family catastrophe or major medical condition.
3. Eligible requests:

- Each qualified recipient is eligible to make a written request receive grants not to exceed a total of up to one thousand dollars ($1,000) of LMAF assistance during a 12-month period.

4. Marketing:

- MAPE locals are encouraged to market their LMAF by using the MAPE name, logo and website and by using cost effective web-based social marketing and networking technologies.

5. Accountability:

- The local executive committee operates and oversees the LMAF and considers each application request. Requests and decisions are subject to review and audit by the MAPE Executive Committee.

6. Policy justification:

- The purpose of this policy is to provide clarity for local member assistance.
- The MAPE Central Office does not sanction or endorse any charity or fundraising event.
Local Recruitment Reimbursement Policy

Board of Directors Revision Date: 2/17/2012
5/16/2014
2/20/2015

The 2010 MAPE Delegate Assembly authorized each local to

Summary: Local Recruitment Reimbursement

Related Information:
2010 MAPE Delegate Assembly (DA) Resolution “MAPE Membership 2010”
2009 MAPE DA Resolution “MAPE Establish a Goal of 80% Membership”

Policy:
1. The 2010 MAPE Delegate Assembly authorized each local to Locals may receive up to 240 hours lost time and mileage per month year for activities to increase membership percentage.

2. The MAPE Membership Committee budget will include a line item for reimbursement of members’ lost time, and expenses spent on activities to increase the percentage of MAPE members. The reimbursable recruiting activity may be for the benefit of the member’s local or another local, but must be approved by two of the benefitting local’s officers, one of which must be the President.

3. Appropriate activities may include, but are not limited to:
   • Contacting fee payers to encourage them to become members.
   • Providing training/mentoring to current or potential recruiters.
   • Receiving recruiting training/mentoring.

4. Reimbursable All-expenses will be recorded on MAPE’s standard expense forms, charged to the Membership Committee. Food reimbursement amounts will be allowed per MAPE contract language in Article 18 section 5 sub. D Meal Allowance. MAPE merchandise up to $20.00 is allowed per fee payer.

5. Once planned, the locals are encouraged to contact the Membership Committee Chair with the planned activity dates. When possible, assistance from the Membership Committee will be made available to the local.

Upon completion of the recruitment activity, the local will share a summary report with the Membership Committee on what did or did not work.
## Attachment C

### MAPE ELECTION TIMETABLE

[Amended at Delegate Assembly on September 19-20, 2014]

<table>
<thead>
<tr>
<th>Last Possible Date</th>
<th>Statewide Officer &amp; Trustee Election Timelines</th>
<th>No Later Than</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/22/2015</td>
<td>Membership deadline to be eligible as candidate</td>
<td>120 days prior to close of nominations</td>
</tr>
<tr>
<td>7/21/2015</td>
<td>Announce Opening of Nominations</td>
<td>60 days prior to Delegate Assembly</td>
</tr>
<tr>
<td>10/8/2015</td>
<td>Membership deadline to be eligible to vote</td>
<td>2 weeks prior to voting window opening</td>
</tr>
<tr>
<td><strong>9/19/2015</strong></td>
<td>Nominations Close</td>
<td>Delegate Assembly</td>
</tr>
<tr>
<td>9/28/2015*</td>
<td>Candidates accept or decline nomination</td>
<td>7 days after Delegate Assembly</td>
</tr>
<tr>
<td>9/28/2015*</td>
<td>Affirm and/or Protest Candidate Eligibility</td>
<td>7 days after Delegate Assembly</td>
</tr>
<tr>
<td>10/1/2015</td>
<td>Candidate Eligibility Report</td>
<td>12 days after Delegate Assembly</td>
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<tr>
<td>10/8/2015</td>
<td>Postage-Paid Distribution Submission Deadline</td>
<td>7 days prior to postage-paid distribution</td>
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<td>10/15/2015</td>
<td>Postage-Paid Distribution</td>
<td>7 days prior to voting window opening</td>
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<tr>
<td>10/22/2015</td>
<td>Voting Opens</td>
<td>21 days after Candidate Eligibility Report</td>
</tr>
<tr>
<td>11/12/2015</td>
<td>Voting Closes</td>
<td>21 days after voting window opening</td>
</tr>
<tr>
<td>11/17/2015</td>
<td>Ballots Tabulated</td>
<td>5 days after voting window closing</td>
</tr>
<tr>
<td><strong>11/23/2015</strong></td>
<td>Election(s) Committee Report</td>
<td>5 days after candidates tabulated</td>
</tr>
<tr>
<td>11/24/2015</td>
<td>Results posted on the website</td>
<td>As soon as practical after Election(s) Committee Report</td>
</tr>
<tr>
<td>11/30/2015*</td>
<td>Protests</td>
<td>5 days after the results are posted on the website.</td>
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<tr>
<td></td>
<td>Seating</td>
<td>Officers: First Board of Directors meeting after January 1. Trustees: Immediately after the Election(s) Committee Report.</td>
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<tr>
<td>11/30/2015*</td>
<td>Financial Report</td>
<td>10 days after candidates tabulated</td>
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<table>
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<tr>
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<th>Regional &amp; Local Election Timelines</th>
<th>No Later Than</th>
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<tbody>
<tr>
<td><strong>Positions Open: Regional Directors in Odd Regions, Local Officers in Even Regions.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>All Locals elect Delegates and Alternates for the Delegate Assembly.</strong></td>
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<td></td>
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<td>1/26/2015</td>
<td>Membership deadline to be eligible as candidate</td>
<td>120 days prior to close of nominations</td>
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<tr>
<td>4/23/2015*</td>
<td>Choose electronic or meeting election and consecutive or concurrent voting</td>
<td>Before nominations are opened</td>
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<tr>
<td>Date</td>
<td>Event</td>
<td>No Later Than</td>
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</tr>
<tr>
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<td>30 days prior to close of nominations</td>
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<td>Region or local (as appropriate) membership deadline to be eligible to vote</td>
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<td>Nominations Close, Personal Statement Due</td>
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<td>7/21/2015</td>
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<tr>
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<td>* Ballots Tabulated</td>
<td>5 days after voting window closes</td>
</tr>
<tr>
<td>7/31/2015</td>
<td>* Election(s) Committee Report</td>
<td>5 days after ballots tabulated</td>
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<tr>
<td>7/31/2015</td>
<td>Results posted on the website</td>
<td>As soon as practical after Election(s) Committee Report</td>
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<td>Seating of Officers and Delegates</td>
<td>Immediately following Election(s) Committee Report</td>
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<tr>
<td>8/5/2015</td>
<td>Protests</td>
<td>5 days after the results are posted on the website</td>
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<td>Meeting at which election is held</td>
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<td>5 days after meeting at which election is held</td>
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<td>Protests</td>
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</tr>
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**Notes:**
Regional & local elections to be completed in July.
Bolded dates indicate starting points for calendar computation.
* indicates dates changed to accommodate weekend or holiday