**Timeline for County Extension Council Recruitment and Elections**

State statutes require county Extension councils to conduct their elections in January. The following schedule is based upon your council election being held during the third week in January. Although statutes do not specify that election be held on a specific day or week, consistency across the state enhances the opportunities for publicizing the election and marketing local Extension councils. If the council membership election in your county is held at a different time, adjustments should be made to this schedule.

**Before the Election**

**September and October** – Identify positions that will be open for election. Begin to recruit potential candidates to fill those positions.

**November and December** ― Select nominees, at least two for each elected position and secure nominee's approval.

**Decembe**r ― Check names with organizations appointing members to avoid duplication and ensure eligibility to serve.

**December** ― Provide public notice of nominees (Section 262.620) "not more than 50 days or less than 30 days" per state statutes (Section 262.577). See sample notice.

**December and January** ― Publicize election date, time and place and method of voting. See sample news release.

**January** – Use online system to update election districts, load candidate information, and set dates/times for voting.

**After the Election**

**January** ― Notify elected and appointed members of date, time and place of annual organization meeting and election of council officers.

**January** ― Order Certificates of Membership and membership cards for council members.

**February** ― Hold annual meeting of the council to organize, elect officers and set dates of council meetings. All council officers of the council shall within five (5) days after their election, take and sign the usual oath of public office, which shall be filed with the county clerk. (Section 262.583.2 and 262.583.3) This may be done at the organization or annual meeting.

**February** ― Provide list of council members and officers to county commission. Using online system, verify election results and update council member data base. Orientation for new council members may be provided prior to taking office.

**March 1** ― New council takes office.

**March** ― Conduct orientation training for new members and officers. It is recommended that orientation be given within 30 days of taking office.