



DRAFT

MSU Spring SAGM & Elections 2025

Timeline

Event	Date	Resources Needed	Completed	Cost
Add Returning Officer to Feb Board Agenda	Mon Feb 3	Sarah to add	Yes	
Call for Returning Officer?	TBD	Member or Staff		
Finalize Returning Officer	TBD	Member or Staff		
MSU Table: Focus on Upcoming Elections	Tue Mar 04	ME Committee &/or Board members		
Election Info Session Announcement	Week of Mon Mar 10 -14	Email communication Message copy		
Election Info Session	Wed Mar 19	Room Booking ME Committee &/or Board members Forms Updated		
Nominations announced	Week of Mon Mar 24-28	Email communication Message copy		
Nominations open	Mon Apr 01	Staff to receive forms via email		
Nominations reminder	Week of Mon Apr 14-18	Email communication Message copy		
Nominations close	Fri Apr 18			
SAGM Board Reports due	Fri Apr 25			



Nominations verified	Week of Mon Apr 28 – May 02	Returning Officer		
Spring AGM Agenda Package Distributed to Members	Thu May 01?			
Meet the Candidates Coffee and Connect?	Wed Apr 30	Determine Location: Board room or on Campus? ME Committee &/or Board members Coffee & Snacks		
Semi-Annual General meeting	Th May 08 9:30 am - 12:00 pm	MSU Staff Board Members Candidates		
Member vote opens	Fri May 09, 2025	Email communication Message copy Survey Monkey vote		
Member vote closes	Fri May 16, 2025	Email communication Message copy Survey Monkey vote		
Election Results reviewed	Mon May 19	Returning Officer		
Election Results confirmed / accepted	Mon May 19	Returning Officer		
Election Results Announced	Week of May 19 - 23	Email communication Message copy		
Volunteer Appreciation / New Board Member Event	TBD	TBD		



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