

Nominations and Elections

Terms of Office

Officers are elected by ballot prior to January first of even numbered years, and serve for two years. Each year, one of the three Directors comes up for election, and serves three years.

Nominations and Leadership Committee

The Immediate Past President is the chair of the Nominations and Leadership Committee. The Committee members shall be elected at a Board Meeting early in the calendar year, shall identify candidates during the course of the year, and shall report proposed candidates at the Fall meeting of the Chapter Board for that year.

Preparing the Ballot

Once the slate is set, the Nominations and Leadership Committee arranges with the-Membership Chair and the Communications/Handbook Chair for the ballot preparation and distribution. Ballots are distributed by email by the Communications/Handbook Chair to members with email; and by paper by the membership chair to those members without email. The ballot must be ready for distribution no later than November 15. The ballot should include the name of the person who receives the completed ballot, and the date by which it must be returned to be valid. It is optional to include pre-addressed envelopes with the paper ballots to facilitate ballot return.

Elections

Ballots are sent to the membership by November 15. All ballots must be returned to the individual designated to receive them by December 31 to be counted in the election.

An officer is elected if chosen by the majority of those returning ballots. A minimum of two committee members shall tally the ballots.

Certification of Elections

Promptly following the completion of the election, the chair of the Nominations and Leadership Committee notifies the board of the results of the election. The Board may ask the president to accept the report on behalf of the board. The president or specified board member should notify candidates of the results of the election as soon as possible.

New officers take office January 1 in alignment with the national calendar.

Current paper records, including any current procedures specific to the office, and electronic files pertaining to the office must be transferred from the former to the new officer as soon as is practicable, prior to the March General Chapter Meeting.