

## **Procedure Name**

### **Annual Chapter Election**

## **Explanation and Summary**

- Annual elections are held each Spring to elect the new Chapter Board members to serve the next year (July 1 – June 30).

## **Roles and Responsibility**

- Immediate Past-President (or delegated by the President to another current Board member if the Immediate Past-President role is vacated)

## **Procedures:**

<b>Steps</b>	<b>Description</b>
1	<p>Immediate Past-President will call for nominations and/or interested candidates in the Chapter's March meeting.</p> <ul style="list-style-type: none"><li>• President, Vice-President, and one Director will be elected to 2-year terms during even-year elections.</li><li>• Treasurer, Secretary, and one Director will be elected to 2-year terms during odd-year elections.</li></ul>
2	<p>Duties and responsibilities as outlined in the Chapter By-laws will be provided to all nominated and or interested candidates.</p> <p>Immediate Past-President prepares a slate of at least one nominee for each elective office to be filled and presents the slate to the Board of Directors no later than the April Board of Directors meeting</p>
3	<p>Elections will be held in the Chapter's May meeting (elections can be deferred to the June meeting if necessary due to meeting logistics (i.e.: field trip location, poor attendance, etc.).</p> <ol style="list-style-type: none"><li>1. Voting shall be by Professional and Honorary Members in good standing.</li><li>2. Voting shall be by acclamation when there is only one candidate for a particular office.</li><li>3. Voting shall be by secret ballot when there is more than one candidate for a particular office. Such ballots shall contain only necessary instructions for proper completion and names of the nominees for each office. There will be no individual voter identification of any ballot.</li></ol>

<b>Steps</b>	<b>Description</b>
4	<p>At the conclusion of balloting for each office to be filled, the ballots will be counted, certified, and the results shall be announced to the membership.</p> <ul style="list-style-type: none"><li>• Any candidate who receives a majority of votes of any ballot shall be declared elected.</li><li>• If no candidate receives a majority of votes on the first ballot, a second ballot shall be taken on the two candidates who received the highest number of votes.</li></ul>

**Documentation and Related Materials**

Chapter By-laws