

Board Executive Election Policy

The Board will fill the executive positions on the Board Chair, Vice Chair, Secretary and Treasurer. The Board members elected to these positions will hold them for one year. These elections will occur at the January Board meeting of each year.

Procedure

1. The CAO shall call the meeting to order.
2. The CAO shall announce that the elections to the executive positions will occur as the first order of business.
3. The order of elections is as follows: Board Chair, Board Vice Chair, Treasurer and Secretary.
4. The CAO asks for a motion to open the floor for nominations for the executive position. Board members are nominated for the position by another Board member and that nomination must be seconded by another member, and accepted by the nominee
5. The CAO confirms that there are no other nominees. They then ask for a motion to close the floor for nominations.
6. If there is only one nominee. It is announced that that member is acclaimed into the executive position for which they were nominated.
7. If there is more than one nominee, ballots are distributed to all Board members. They write down the name of the nominee of their choice. The ballots are collected and counted by the CAO.
8. The nominee with the majority of the votes confirmed through the ballots is named to the executive position.
9. The ballots are retained and destroyed by the Executive Assistant to the CAO.

Following the Election process the Board Chair presides over the remainder of the Board Meeting.

Approved January 2018