

# Board Officer Election Process

*approved: 1/24/2018*

*2019 amendment suggestions in RED*

Reference: [Bylaws](#)

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The Board **selects** its four officer positions each November - President, Vice President, Treasurer and Secretary - **and they serve one-year terms beginning December 1.**

- Roles and responsibilities for each position are [here](#).
- Desired skillsets for each position are [here](#).
- *Note that Bylaws do allow one person to serve as Secretary/Treasurer.*
- Bylaws allow for Directors to serve unlimited terms.
- Board meeting schedule is assumed to be the fourth Wednesday of each month but the November meeting is on the fifth Wednesday due to the Thanksgiving holiday.

Election timeline:

- **September Board meeting** - President announces opening of election process; reminds all of roles and of the process steps, encouraging people to consider a position for themselves or others. President also notes the option of combining Secretary and Treasurer and takes a Board vote on whether to implement (or separate) for the coming election.
- **Mid-October Board meeting** - *discussion of roles/responsibilities/time commitment; explanation of process*
- **October Board meeting** - *group discussion of interest and who is well-suited/nominations*
  - *if agreement without a contested election results, officers are chosen*
  - *if any position is contested, that election proceeds as below*
- **October Board meeting** - President appoints a Director who is not running for office to serve as Election Steward responsible for the following:

- **Within five (5) days of October Board meeting** - Election Steward creates a shared folder to house all election materials for that year.
- **Within five (5) days of October Board meeting** - Election Steward creates a shared document for nominations and announces the opening of that document for nominations and makes clear the deadline, which is November 7. Directors may nominate themselves or others. Directors may run for more than one office.
- **November 7** - close of nomination period.
- If at the end of the nomination period there are roles without candidates, the Board will re-open the nomination period for another 48 hours. The President and Vice President will actively reach out to Board members in an effort to fill nomination openings.
- If after this extended nomination period there is a position without a candidate, Board President will appoint an acting officer for that position and repeat the voting procedure for that position two months later.
- **November 8** (or *November 10 if the nomination period has been extended*) - Election Steward reminds all candidates to prepare and post candidate statements ([answering these questions](#)) by November 20.
- **November 20** - close of candidate statement period.
- **Within five (5) days of the November Board meeting** - Elections are to be held online using a tool such as [Election Runner](#) and should be completed within 5 days after the November Board meeting.
  - Voting shall be via closed/private ballot.
  - One vote per Director per officer position.
  - Voting requires a quorum per Bylaws - "a majority of the Directors then in office". Election Steward leaves voting open for a minimum of 48 hours and long enough such that a quorum participates in the voting.
  - If there are candidates who are running for more than one office, elections must be one at a time in this order: President, Vice President, Treasurer, Secretary.
  - Uncontested candidates require a simple majority of the Directors then in office of "yes" votes to be elected.
- Officers take their positions effective immediately upon completion of election.
- If an unopposed candidate does not receive the required majority of votes, Board President will appoint an acting officer for that position and repeat the voting procedure for that position two months later.
- In the event of a tie:

- Elections will continue for that officer position on a weekly basis until the tie is broken.
- New or revised candidate statements are suggested.
- Election Steward will elicit questions for candidates from the other Directors and candidates will answer.
- **[suggest removal in favor or collaborative solution in case of tie]** Election Steward may choose to employ a weighted voting system for run-off elections, ~~allowing each Director to cast, for example, three votes for their preferred candidate, two votes for their second choice and one vote for their third choice (or similar if there are only two candidates) so as to create more differentiated voting and reach an outcome.~~
- Election Steward will announce the results to the Board and record the vote results here: [BOARD VOTES AND RESOLUTIONS - Board](#).
- Election Steward will assure that results are included in the next available Board meeting minutes.
  
- In the event of a vacancy during the year, the Board will follow the above procedure for that position with dates adjusted to the situation.



## Discussion

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