

	POLICY & PROCEDURE	Index No. 1002	Approval Level BD
	Subject Officer Election Procedure	Effective Sep 28, 2007	Supersedes SOP
	Distribution Board of Directors		

Policy

The Nominating Committee will provide an announcement of all officer positions to be elected at the coming Annual Business meeting and, disseminate the duties of office and the procedure to become a candidate for office.

Procedure

A call for candidates for an office(s) shall be made at the annual meeting and in the Newsletter of the South Central Area Vice President who also serves as President of the Area Association.

A copy of the signed consent form and resume of each nominee shall be mailed to the chairman of the Nominating Committee, any member of the Nominating Committee, or the Association President. All consent forms and resumes will be forwarded to the Committee chairman for organization and distribution.

The deadline for all nominations for office shall be 120 days prior to the date of the annual meeting. The Nominating Committee shall forward it’s report to the Secretary for distribution no later than June 15.

The Secretary will mail a list of all nominees, complete with the resume of each, no later than July 1. The distribution list for this mailing will be to all National Directors, Alternate National Directors, and the Chapter Presidents of each chapter within the area.

The Nominating Committee’s Report will be given at the annual meeting of the Governing Board. Following the Committee report, nominations may be made from the floor for any or all offices. A person making a nomination from the floor must first affirm they have received the consent of the person being nominated.