

BOARD OF DIRECTORS DUTIES EXCERPTED FROM THE BYLAWS: NOMINATIONS CHAIR

NOTE: The passages quoted in red below pertain to the Board duties as specified by the bylaws. The passages quoted in blue below pertain to the duties as specified by past practice in our branch. See the complete BYLAWS on the Branch Officer page.

Nominations Chair Responsibilities in Article XI and XII

The Nominations Chair is appointed by the President as an on-board or off-board member of the Board of Directors. Responsibilities are detailed below.

ARTICLE XI. NOMINATIONS

Section 1. [The Nominations Chair and] A nominating committee of two (2) members shall be appointed by the board of directors [initiated by the President] at least two (2) months prior to the annual election and shall prepare a list of nominees to be presented at the branch meeting one month prior to the election, or in writing to each member at least two weeks before the election.

Section 2. The term of a nominations committee member shall be one year. Members shall serve no more than five (5) consecutive terms.

ARTICLE XII. ELECTIONS

Section 1. The names of the nominees shall be published and sent to every member at least thirty (30) days before the annual meeting [initiated by the President].

Section 2. Nominations may be made from the floor with the consent of the nominee.

Section 3. All elections shall be held at the annual meeting.

Section 4. Elections shall be by secret ballot unless there is only one nominee for a given office, when a voice vote may be taken. Election shall be by a majority vote of those present and voting.

Board of Director's and Nominations Chair Duties in Articles XIII-XIV-XVI-XVII

ARTICLE XIII. ROTATION OF OFFICERS.

Section 1. The President, Vice President (s) for Program, and Secretary shall be elected in even numbered years.

Section 2. The Vice President(s) for Membership and Treasurer shall be elected in odd numbered years.

ARTICLE XIV. BOARD OF DIRECTORS [The Nominations Chair is a member of the Board of Directors]

Section 1. The Board of Directors shall include the elected and the appointed officers of the branch.

Section 2. The board shall have the general power to administer the affairs of the branch, including but not limited to establishing policies & procedures to control financial records. It shall accept responsibility delegated by national & state.

Section 3. Meetings of the board shall be held at least six (6) times per year. Special meetings may be called by the president and shall be called upon the request of three (3) members of the board. Notice of a special meeting shall be sent to the membership at least 15 days before the meeting.

Section 4. The quorum of the board shall be a majority of its voting members. Co-officers shall be considered as one voting member of the board.

ARTICLE XVI. MEETINGS [The Nominations Chair attends all meetings]

Section 1. There shall be at least four (4) general membership meetings each year.

Section 2. The general membership meeting held in May shall be designated the annual meeting, the exact date, time and place to be determined by the board.

Section 3. The annual meeting shall be to conduct business including but not limited to hearing officers' reports, reviewing the budget and the financial report, electing officers, establishing dues, amending bylaws, and giving directions to the board.

Section 4. Special meetings may be called by the president or shall be called by the president on the written request of 25% of the voting members of the board of directors or 10% percent of the branch membership.

ARTICLE XVII. COMMITTEES

Section 1. Standing committees shall be in such areas as: Program, Membership, Public Policy, Awards, Finance, Foundation, Scholarship, Bylaws, and Communications [includes Nominations Committee]

Section 2. Standing committees shall be appointed by the President for a term of two (2) years [includes Nominations Committee]