

# Nominations and Elections

## TERMS OF OFFICE

Officers are elected by mail ballot prior to January first of even numbered years, and serve for two years. Each year, one of the three Directors comes up for election, and serves three years.

## NOMINATIONS AND LEADERSHIP COMMITTEE

The Immediate Past President is the chair of the Nominations and Leadership Committee. The Board elects two other Chapter members at the Fall Board meeting, to serve for the coming year. The committee identifies candidates for Officer and Director positions and proposes them at the subsequent Fall Board meeting.

## PREPARING THE BALLOT

Once the slate is set, the committee arranges with the treasurer for the ballot preparation and distribution. The ballot must be ready for distribution no later than November 15. The ballot should include the name of the person who receives the completed ballot, and the date by which it must be returned to be valid. It is preferable to include pre-addressed envelopes with the ballot to facilitate ballot return.

## ELECTIONS

Mail-in ballots are mailed to the membership by November 15. All ballots must be returned to the individual designated to receive them by December 31 to be counted in the election.

An officer is elected if chosen by the majority of those returning ballots. The committee does not have to meet in person to tally the election results.

## CERTIFICATION OF ELECTIONS

Promptly following the completion of the election, the chair of the Nominations and Leadership Committee notifies the board of the results of the election. The Board may ask the president to accept the report on behalf of the board. The president or specified board member should notify candidates of the results of the election as soon as possible.

New officers take office January 1 in alignment with the national calendar.

Current paper records, the individual's Northwest OCTA Chapter Handbook (including any current procedures specific to the office), and electronic files pertaining to the office must be transferred from the former to the new officer as soon as is practicable, and prior to the March General Chapter Meeting.

## TRANSFER OF RESPONSIBILITY—COMMITTEE CHAIRS

Committee chairs are appointed by the president and confirmed by the chapter board.

Current paper records, the individual's Northwest OCTA Chapter Handbook (including any current procedures specific to the committee), and electronic files pertaining to the committee should be transferred from the former to the new committee chair as soon as possible.