



# Pennsylvania Federation of Sportsmen & Conservationists

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**On the Front Lines – So you can be in the woods, on the water or at the range!**

## PFSC Elections Policies

**Revised 3/2022**

**PFSC Bylaws state:**

### *Article VI: Elections*

#### *Section 1: Officers*

- A. *The officers shall be elected biennially (every 2 years during even-numbered years with the term to commence immediately upon the adjournment of the spring meeting where the election results are certified.*
- B. *The officers' election eligibility and process policies shall be defined and approved by the PFSC Board. (See PFSC Officers Election Policy)*
- C. *The President may not serve more than two (2) consecutive terms.*

## Election of Officers Policy

**Approved 6/2021**

### **Job Descriptions:**

1. **President** - The President shall provide leadership and management direction to PFSC, performing all duties usually associated with the office and shall perform such other duties as may properly be assigned by the Board of Directors.
2. **Vice Presidents (East & West)** - It shall be the duty of the Vice Presidents to assist the President in the performance of duties when called upon to do so. In the absence of the President, the Vice President with the longest tenure shall preside at the meetings of the Federation and the Board. They shall perform such other duties as may be assigned to them by the President or Board.
3. **Treasurer** - It shall be the duty of the Treasurer to supervise the collection and dispersal of all monies by working closely with staff assigned to financial duties. The Treasurer will disclose the financial status of the Federation to the Board Secretary
4. **Secretary** - It shall be the duty of the Secretary to supervise the recording of all meetings of the Board and the Executive Committee. The Secretary shall make a transcribed, permanent copy of the recordings, keep one copy in their possession and deliver one copy to be maintained where other official records are kept, as a permanent record. The Secretary shall have such powers and shall perform such other duties as the Board may direct.

### **Job Requirements and Eligibility for Office:**

Anyone wishing to run for an officer's board seat must:

- Have been an individual member for the last three consecutive years or have been actively involved with the PFSC for at least three years at the county, division or state level. The 3-year requirement may be waived by a two-thirds vote of all board members.
- Must be a current individual member in good standing and must remain an individual member in good standing during his/her tenure.
- Officers will be responsible for fulfilling the duties of the office they are elected to.

### **Officer Election Procedure:**

- Details of the election process shall be printed in the official publication and via electronic format in time to allow candidates adequate time to comply with the published application procedures:
- Interested candidates must submit a letter of interest and resume describing their conservation background to the state office by November 15 of the year prior to the spring election
- Membership status of the applicant shall be confirmed for eligibility for office
- Names of all eligible candidates and brief resumes shall be printed in the official January/Winter publication, with full resumes posted to the website
- All eligible applicants shall be added to the official ballot

**Ballots:**

- Ballots will be printed and mailed to all eligible members (individuals, clubs, organizations) in February of the election year.
- Ballots may either be returned to the state office via US mail by the Monday before the Spring meeting or hand-carried to the meeting and deposited in the ballot box.
- All individual members shall have the right to cast one ballot for their choice of candidates.
- All affiliated clubs and state organizations shall have the right to cast three ballots for their choice of candidates.
- If there is only one candidate for each open seat, no ballots will be mailed.
- The PFSC Secretary shall announce the voting results or cast the vote if no mailed ballot was required and certify the election during the spring meeting.