

Appendix H: Leadership Election & Term Structure

Objective

To elect members to key roles (e.g., President, Vice-President, Sgt-at-Arms, Treasurer, Secretary) within the Club's Board of Directors in a fair, transparent, and organized manner.

Step-by-Step Election Process

1. Preparation Stage:

Define Board Roles: Clearly outline the roles to be filled based on the club's structure:

- **President:** Oversees overall club operations and leadership.
- **Vice-President:** Assists the President and steps in when necessary.
- **Secretary:** Maintains meeting minutes and records.
- **Treasurer:** Manages club finances.
- **Sgt-at-Arms:** Maintains order and enforces club rules.

Nomination Criteria (Eligibility Requirements):

To be eligible for nomination, a candidate must meet the following requirements:

- **Minimum Membership Duration:** Candidates must have been an active member of the club for at least one year].
- **Proven Leadership Skills:** Candidates must have demonstrated leadership ability through prior club involvement, event coordination, or other leadership roles.
- **Commitment to the Club's Values:** Candidates must actively uphold and promote the club's mission, participate in events, and contribute to the club's growth.
- **Good Standing:** Candidates must not have any outstanding disciplinary actions and must be in good financial standing with the club (e.g., no unpaid dues).
- **Active Participation:** Candidates must have attended at least **75%** of club meetings and events within the past year.

2. Election Voting (First Tuesday in December):

- On the **first Tuesday in December**, members **vote** to elect the Board of Directors for the upcoming year.
- Voting takes place **in-person or by written proxy vote**.
- The election results will be **announced immediately following the vote count**.

3. Transition & Onboarding (Within One Week of Election Completion):

- Within **one week of the election**, the **club secretary** will email all newly elected board members.
- The email will include a **Board of Directors Welcome Packet**, which outlines:
 - **Board Positions & Responsibilities**
 - **Club Bylaws & Expectations**
 - **Meeting Schedule**
- This ensures new board members understand their roles before assuming duties.

4. First Official Board Meeting (End of December) - Mandatory In-Person Attendance:

- At the final board meeting of the year (end of December), the newly elected board will be convened.
- **Attendance at this meeting is mandatory and must be in-person.**
- The first order of business is electing officers for the upcoming year, starting with the President and proceeding down the chain of command.
- This electoral process will be solely handled by the preceding year's President, as they remain the acting President until a new President is elected or they are re-elected into the same role.
- Each remaining position is addressed one at a time:

- Members interested in a position declare their intent to run, having already reviewed the role's responsibilities and requirements.
- If only one person steps forward, they are confirmed in the role.
- If multiple members express interest, a vote is conducted among the board members.
- Voting will be conducted by secret ballot or an online vote, depending on what is most efficient for the board at that time.
- Once a new President is elected or the current President is re-elected, they are responsible for assigning roles.
- The process continues until all officer positions are filled, ensuring a structured and fair selection process.
- After elections, newly appointed officers assume their roles on the first Tuesday in January, ensuring a smooth transition of leadership.

5. Term Duration:

- Newly elected board members serve a full calendar year.
- Their term runs from the last Tuesday of December in the current year through the last Tuesday of December in the following year.

6. Transition Process:

- At the end of the year, two meetings will be held to ensure a smooth transition.
- The outgoing board will conduct its final meeting to wrap up any outstanding business.
 - Newly elected members do not attend this meeting.
- Following that, the new board will convene to its first official meeting.

7. End of Term Procedure:

- The same process repeats at the end of the following year.
- Outgoing members will participate in their final meeting.
- If a board member is not re-elected, they do **not** attend the second meeting.
- Any vacant positions after elections will be addressed through an appointment process.