

## **ANNUAL MEETING POLICY**

The annual meeting of the members shall occur within 30 days before or after November 30, annually at the hour of 5:30 P.M. (or later in the evening if the Board of Directors deems it necessary) for the purpose of electing Directors and for the transaction of any business that may properly come before the meeting.

### **Election of Board of Directors:**

Any member in good standing is allowed to submit their name to the Board of Directors or Election Inspectors to be put on the ballot for a director position.

**Persons allowed to vote:** Any member that has paid in full for the year and is in good standing. A single member is allowed to bring their spouse or guest, but this spouse or guest is not allowed to vote.

**Election of Board Officers:** Officer positions such as President, Vice-President, Treasure and Secretary should be decided at the first appropriate meeting after the annual meeting. A voting process by the B.O.D.s with a motion and 2<sup>nd</sup> should be utilized.

An Election Committee of two (2) people will be selected by the B.O.D's from the "non-candidate members" in attendance. This Election Committee will have one non-candidate Board of Director in charge of this committee.

### **This Election Committee will greet members at the door and follow these instructions:**

1. Check member's name on the membership list.
2. Check proxy ballots against members in attendance to see if any of the proxy ballots will need to be disallowed.
3. Give each voting member checking in a ballot
4. After voting procedure is completed, collect all ballots from members and put into ballot box.
5. Committee is responsible for counting the ballots.
6. Keep all ballots and counting forms in a manila envelope. This is to be given to the B.O.D's secretary for any needed reference that would possibly occur.
7. The Election Committee will be responsible for announcing the new HPRAI directors during this meeting.