

FFOFC Nominations and Election Procedure for Board Elected Officer Positions (Effective Date December 08, 2020)

General Description

The FFOFC Bylaws is the overarching guiding document for election of President, Vice President, Secretary, and Treasurer. These four Officers shall be elected at the Annual Member Meeting. The specific procedures for the nomination and election of the four Officers are detailed below.

Nomination Steps *(Timeline based on an Annual Meeting held in late February)*

1. A nominating committee will be formed and presented at the **September** Board meeting.
2. The nominating committee will draft and release an email NLT early **October** to the general membership to:
 - a. Announce upcoming elected officer vacancies
 - b. Solicit nominations for those vacancies (members may nominate themselves)
 - c. Provide deadline for nominations
 - d. Inform members that they will have a chance to cast their vote for the final candidates at the Annual Meeting.
3. The nominating committee will provide a list of proposed candidates to the Board at the **November** Board meeting.
4. Board members may nominate additional candidates no later than the **December** Board meeting.
5. The Board will then approve the list of candidates at the **December** Board meeting.
6. Official formal notice of the annual meeting (to include list of approved candidates) shall be sent to members via a stand-alone communication not less than 10 days and no more than 50 days before the date of the meeting. By the same transmittal, the time and place of the Annual Meeting will be published.

Annual Meeting Procedures

1. At the Annual meeting, the Secretary or the Secretary's designee will count the members present to confirm a 10% quorum.
2. If there are more candidates than one for any board position nominated for election, a ballot election will be conducted in accordance with attached Appendix. If there is no more than one candidate per board position, ballots will not be used; the vote will be by a show of hands. (Nominations will not be accepted from the floor.)

Appendix – Balloted Election Procedures if Required

Use below procedures only if there is more than one candidate per position

1. By the February Board meeting, a ballot counting committee of 2 members, including the Secretary or the Secretary's designee, will be identified.
2. At the Annual meeting, ballots will be provided to confirmed current and new club members.
3. After the beginning of the Annual meeting, the ballots from the members will be collected.
4. After the Annual Meeting, the collected ballots will be delivered to the ballot counting committee by the Secretary or the Secretary's designee.
5. The ballots will be counted by the ballot counting committee and reported to the President prior to the March Board Meeting. At the March Board meeting, the Board will validate by motion the results of the balloting. After the March Board meeting and before April 1st, the Board will transmit a notice to all members with the election results.
6. The ballots will be destroyed by the Secretary after the April Board meeting.

Ballot and Voter Security Measures

1. The ballot will be designed to list the candidates for each office.
2. One member of the ballot counting committee will be designated from FFOFC membership who is independent of the nominated candidates and not on the Board. The Secretary or Secretary designee will hold the ballots until counting and will be present during the counting.
3. The Secretary will maintain control of the ballots after the election count. They will be destroyed at the appropriate time.