

Spartan Lyrical Society Procedure

Number: Procedure XX

Version: 00

Title: Board Member Nominations and Elections

Status: Approved, May 2016

Description: This procedure describes the process for SLS Board Member nominations and elections.

Relevant Bylaws: Article IV, Officers and Their Election sections 1-4.

Section 1. Each officer of SLS, Inc. shall be a member of SLS, Inc.

Section 2. No officer shall be married to another officer. No officer may be a sibling of another officer. No officer shall be a signer for any checks that are payable to any of his/her family members.

Section 3. Officers and their election

a. The officers of SLS, Inc. shall consist of a President, Vice President, Secretary, Treasurer, the Producer of the Spring Musical (if any) and a Member at Large.

b. Officers shall be elected by ballot in the month of June. However, if at the time of voting the number of nominees are less than or equal to the number of officer positions, elections shall be by voice vote. Elections shall be by plurality.

c. An individual must be a member prior to taking office.

d. Upon election to the board, the board-elect shall elect amongst themselves the officers, based on eligibility, terms already served in a particular officer position, and willingness to serve.

e. Officers shall assume their official duties following the close of the fiscal year in which they were elected and shall serve a term of one year or until their successors are elected.

Section 4. Nominations:

a. The call for nominations for the executive board positions shall be sent out to the general membership one month prior to elections. A report of eligible nominees shall be publicized to the membership through regular channels at least seven days before the election meeting.

b. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to the board.

Background Information: SLS wants to have a consistent process for board member nominations and elections so that expectations can be understood by the general membership.

Process Steps:

Assumptions:

- Board elections are held on an annual basis at the June general membership meeting.
- Board positions are: President, Vice-President, Secretary, Treasurer, Spring Musical Producer, and Member at Large.
- Candidate board members must be members in good standing, is not married to or a sibling of another candidate, willing and able to pass an AACPS required background check, complete Crowd Control online training, and any other requirements of SPMS.
- There must be a quorum at the general membership meeting.

Step 0) Initiating event: It is 30 days prior to the June general membership meeting.

Step 1) From the SLS email address (spmsplay@gmail.com), the membership chair sends out a “call for nominations” email to the SLS membership; one at 30 days prior and two reminders at 15 and 8 days prior to the general membership meeting.

Step 2) Nominees (either self-nominated or nominated by another SLS member) notify the membership chair of the intent to be a board member candidate within 8 days of the general membership meeting. Self-nominees are encouraged to reply to the screening criteria at the same time as the nomination.

Step 3) The membership chair screens all candidates to confirm that each nominee is an SLS member in good standing, is willing to serve on the board, is not married to or a sibling of another candidate, and is willing and able to pass a county background check and complete crowd control training (if applicable).

Step 4) Seven days prior to the general membership meeting, the membership chair will send out an email to the membership with the list of board member candidates as well as voting information.

Step 5) At the general membership meeting, the President will call for any additional nominations from the floor. If no further nominations are forthcoming, proceed to Step 7.

Step 6) If there is a nomination at the general membership meeting, the membership chair will screen the candidate. Note: Candidates need not be present to run, so long as they meet all requirements.

Step 7) The President will call for a motion to close the call for nominations.

Step 8) The membership chair certifies all eligible voters at the general membership meeting. According to the bylaws, proxy voting is prohibited.

Step 9) The general membership will vote according to the bylaws. If the number of candidates is equal to or fewer than the available board positions, then the vote will be a simple voice vote and these candidates will comprise the board-elect. If the number of candidates exceeds the available board positions, then there shall be a ballot vote. Ballots are counted by a non-candidate non-board member (preferably the faculty advisor). The six candidates to receive the most ballot votes will be announced at the meeting and comprise the board-elect.

Step 10) The board-elect shall elect amongst themselves the officers, according to the bylaws. The board-elect may defer this election for up to 7 days. According to the bylaws, a vacancy occurring in any elected office shall be filled for the remainder of the term by a person elected by a majority vote of the board, seven days’ notice of such an election having been given. In extremis, board members may serve in more than one position with the exception of President/Treasurer and President/Vice-President.

Step 11) The secretary records the board-elect members in the minutes.

Step 12) The membership chair sends out a list of the board-elect members to the SLS membership via email. If applicable, a follow-up email will be sent that announcers the elected officer positions.

Required Forms: None

Amendments: Any board member can draft an amendment to this procedure, to be discussed and voted on by the board at a regular board meeting, according to the bylaws & procedures.