

# STANDARD OPERATING PROCEDURES (SOP)

## Officer Election Process

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### **STATEMENT OF INTENT**

Outline the process to determine fair voting practices for officers of the TTTCF.

### **PROCEDURE**

1. The Parliamentarian will chair an ad hoc nominating committee consisting of the President-elect and selected members.
2. Nominations will be taken beginning May 1<sup>st</sup> until the general membership, 3<sup>rd</sup> quarter meeting.
3. The President-elect will notify nominees and verify his/her desire for nomination.
4. Nominations will be announced at the 3<sup>rd</sup> quarter meeting. At that time, nominations will be opened to the floor and ballots will be distributed.
5. At the 3<sup>rd</sup> quarter meeting, upon registration, ballots will be distributed to current active members only. Proxies will be accepted at that time.
6. The Parliamentarian and nominating committee will collect the ballots, tabulate results, and announce the newly elected officers prior to the end of the 3<sup>rd</sup> quarter meeting.
7. The newly elected officers will be sworn in at the November meeting.

### **DEFINITIONS**

1. An active member will be defined as:
  - a) Paid current membership
  - b) Has attended two out of the previous four TTTCF general membership meetings.

### **REFERENCE**

Robert's Rules of Conduct

### **AUTHORS**

TTTCF Strategic Planning Committee

### **DATE**

January, 2003 - Written  
February, 2009 – Revised  
March, 2017 – Revised