

STANDARD OPERATING PROCEDURES (SOP)

Officer Election Process

STATEMENT OF INTENT

Outline the process to determine fair voting practices for officers of the Texas Trauma Coordinators Forum (TTCF).

PROCEDURE

1. The Parliamentarian will chair an ad hoc nominating committee consisting of the President-Elect and a minimum of 3 selected members which will meet on an as needed basis.
2. Nominations will be taken beginning the 2nd calendar year meeting of the general membership meeting until the 3rd calendar year meeting of the general membership.
3. Nominations will be submitted via an electronic/online process (i.e. Survey Monkey) which will be announced to the general membership during the 2nd calendar year meeting of the general membership. Nominations will be open for a minimum of 30 days.
4. The President-Elect or out-going President will notify nominees, verify his/her desire for nomination, and verify eligibility as a member of TTCF.
5. Nominations will be announced at the 3rd calendar year meeting of the general membership. At that time, nominations will be opened to the floor and ballots will be distributed.
6. At the 3rd calendar year meeting of the general membership, ballots will be distributed to current members only.
7. The Parliamentarian and nominating committee will collect the ballots, tabulate results, and announce the newly elected officers prior to the end of the 3rd calendar year meeting of the general membership.
8. The newly elected officers will be sworn in at the 4th calendar year meeting of the general membership.

REFERENCE

Robert's Rules of Conduct

AUTHORS

TTCF Strategic Planning Committee

DATE

January, 2003 - Written
February, 2009 – Revised
March, 2017 – Revised
March, 2018 – Revised
, 2019 - Revised