

Guidelines for Spring-Ford Music Association Elections

Purpose: The purpose of this document is to outline the guidelines to be used when electing officers for the Spring-Ford Music Association.

References:

Spring-Ford Music Association Charter

Definitions:

Fiscal year - The fiscal year of the Music Association shall begin on the first day of July.

Guidelines:

1. The Executive board shall be elected by the members (member to be defined as an adult non student of a paid household) at an annual meeting of the members of the association.
2. Executive Board members shall hold their offices for a term of two (2) years and shall have such authority and shall perform such duties as are provided by the By-laws
3. The President, Secretary and Assistant Treasurer shall be elected in odd-numbered years.
4. The Vice President and Treasurer shall be elected in even-numbered years.
5. If any Executive office becomes vacant for any reason, a successor or successors shall be elected by the general membership by special election at the next general membership meeting which occurs thirty (30) days after such notice vacancy is given to the general membership. The successor will fill out the remainder of the term left vacant by the officer leaving.
6. Every fully paid member of the association shall be entitled to one vote.

Process:

1. A nominating committee, composed of up to four (4) but not less than two (2) members, shall be appointed by the Executive Board at the March meeting of the Association.
2. In the event of the March meeting being cancelled due to weather or other circumstances outside the control of the Executive Board, these members will be appointed during the month and announced at the April meeting.

3. The nominating committee will attempt to contact all active members through phone, e-mail or public advertisements (web page, etc.) to solicit names of members who may be interested in running for one of the available positions.
4. The nominating committee shall contact all candidates before their name is placed on the ballot. This committee will also maintain a report which tracks the acceptances or denial decision of any candidate.
5. In April, this committee shall present a slate of candidates to fill the seats of officers to become vacant at the end of each respective term.
6. The general membership will vote by ballot in April, and adopt the new officers at the May meeting.
7. Once counted, all nomination information and ballots will be kept by the Secretary for a period of two (2) years.
8. All incoming officers will/may attend the May and June executive board meetings after an election to assistance in transition. However, these new-officers will not have voting privileges until their term begins on July 1..