

## **2010 ANNUAL ELECTIONS**

As per Article VII Nominations and Elections, Sections A thru F (copy attached), of the By-Laws, Ravens Roost #100 Lutherville-Timonium will begin advertising for nominations for candidates who wish to run for the following offices and terms:

### **Vice President (2 year term)**

The Vice-President shall assist the President in the discharge of his own duties and in the absence of the President preside and perform the duties of the President. In case of death, resignation or removal from office, the Vice-President shall automatically become the President for the remainder of the term.

### **Chairman of the Board of Directors (2 year term)**

Responsibilities include but are not limited to the keeping of the By-Laws for Ravens Roost 100 Lutherville-Timonium. This person would be in charge of any changes/addendums made to the By-Laws in accordance to the rules and regulations set forth by the By-Laws of the Council of Ravens Roosts, but also by "Roberts Rules" and the needs of Ravens Roost 100. In addition, this person is responsible for developing the agenda for and facilitating the Officers/Board of Directors Meetings.

### **Board of Directors #1 – Social Committee Chairperson (2 year term)**

Responsibilities include, but are not limited to, overseeing arrangements for the functions to be held on behalf of Ravens Roost #100 for the ensuing term. This would involve forming committees for parties, fundraising events and community functions. This person will be responsible for communicating any social committee progress, requests and proposals to the Board of Directors/Slate of Officers and to the General Membership.

### **Board of Directors #2 – Baltimore Council of Ravens Roosts Function Chairperson (2 year term)**

Responsibilities include but are not limited to making arrangements for functions promoted by the Council of Ravens Roosts. This person will oversee committees or singularly handle the bus details for the Polar Bear Plunge, assigning tailgating responsibilities for the Polar Bear Plunge, being the representative (team captain) for the Ravens Roost #100 plunge team, overseeing sales and distribution of tickets (Wagon Wheel and Bull Roast) for the annual Council of Ravens Roost Bull Roast, searching for and blocking accommodations for the annual Council of Ravens Roost Conventions, forming and recording team information for Convention competitions/contests, and assisting in collecting and distributing Convention badges and materials. (Please be aware that that up until now, Ravens Roost #100 has participated in the three REQUIRED Council of Ravens Roosts functions. The Council may or may not offer more functions and if so it would be this persons' responsibility to present and organize details for any other function, be it required or not.)

**Board of Directors #3 – Membership Chairperson (2 year term)**

Responsibilities include but are not limited to all functions overseeing the membership roster, effectively communicating membership information, providing/collecting and introducing new applications/applicant information to the Board of Directors/Slate of Officers and to the General Membership. This person will also communicate with the “Fellowship” representative in order to send any type of card or gift as the Roost deems appropriate.

**Board of Directors #4 – Auditing Chairperson (2 year term)**

Responsibilities include but are not limited to careful review of the financial records of the Roost, as kept by the Treasurer, on a semi-annual basis as per the Roost’s By-Laws. This person may or may not form a committee for this responsibility. This person would be obligated to share any findings with the Board of Directors/Slate of Officers.

**Board of Directors #5 – Fundraising Chairperson (2 year term)**

Responsibilities include but are not limited to raising monies for both operational and charitable functions. Up until now, this responsibility has been part of the “Social Committee”. Whoever ventures to take this task will be setting new and important standards to benefit Ravens Roost #100. You will oversee any committees chosen to aid in any fundraising events, will work closely with the Chairperson overseeing Social functions and will report necessary information (progress, issues requiring votes, fundraising opportunities) to the board of Directors/Slate of Officers.

**NOTE:**

Please be advised that this is a summarized list of duties. More maybe required of each Officer/Director as situations arise or change. There is an attendance policy for Officers/ Board members; please review Article VI section 7.7 of the By-Laws.

## ARTICLE VII

## NOMINATIONS AND ELECTIONS

- A. At the regularly scheduled meeting in February, or as a need arises – a committee on nominations consisting of three (3) members shall be chosen. One (1) member shall be nominated and elected from the floor and shall be Chairman of said committee. The Chairman shall then appoint two (2) members. It shall be the duty of this committee to recruit and accept nominations of qualified members in good standing to run for elected positions.\*
- B. Any member in good standing will be eligible as candidate for office, provided he be a member of the Roost for at least for (4) months prior to nominations and have their dues paid to date.
- C. The list of candidates will be read at the March meeting. Nominations also may be made from the floor at this time. After said meeting, the nomination will shall be then closed for now and thereafter.\*
- D. A member at no time during the elections will be eligible to run for more than one (1) office.
- E. The committee will prepare a written ballot for voting.
- F. All elected officers will be elected by a secret written ballot at the regular meeting of the Roost in April and will be installed at the Roost's regularly scheduled meeting in June. The President abstains from voting on all elected positions except to break a deadlock.\*
- G. The Chairman of the Nominating Committee and the other two members will validate and count all ballots. The committee's decision is final. A simple majority vote shall constitute an election. Ballots will be handed over to Recording Secretary for archive records.
- H. Should any nominee(s) running for elected office run unopposed, their name must appear on the ballot. The Chairman of the Nominations Committee will declare them elected by casting a single vote for them.
- I. There are no absentee ballots or voting allowed.
- J. A transition meeting will be held within 3 weeks following the election. All outgoing officers and board members will meet with all incoming officers and board members. This meeting shall take place even if the same elected officers and board members are returning to office. The purpose of the meeting is to organize and set goals for the governing body to achieve in the coming year of office.

# NOMINATION FORM

## Instructions:

1. A person may be nominated by another member or they may nominate themselves.
2. If a person is nominated by another member, the person may decline the nomination without reason.
3. Per By-Law Article VII Section B, a person must meet the following requirements in order to be considered for candidate for office:
  - A. Member in good standing.
  - B. Have been a member of Roost #100 for at least 4 months prior to nominations.
  - C. Have their dues paid to date.
4. All nominations must be signed and dated by the candidate

Candidate's Name (Print clearly): \_\_\_\_\_

Office for which the candidate wishes to run for (circle one)

*Vice President – (2 year term)*

*Chairman of the Board of Directors (2 year term)*

*Board of Directors #1 – Social Committee Chairperson (2 year term)*

*Board of Directors #2 – Baltimore Council of Ravens Roosts Function Chairperson  
(2 year term)*

*Board of Directors #3 – Membership Chairperson (2 year term)*

*Board of Directors #4 – Auditing Chairperson (2 year term)*

*Board of Directors #5 – Fundraising Chairperson (2 year term)*

\_\_\_ Nominated by another member. Nominating member's name: \_\_\_\_\_

\_\_\_ Self-nomination

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Election Committee Only

Article VII, Section B requirements met \_\_\_ Yes \_\_\_ No

Membership Chairperson initials \_\_\_\_\_