

Nominations for Spring 2019 Ohio ICES Elections - Chapter Officers

During our April 2019 meeting, we will be voting on new officers for the term beginning in August of 2019. As an ICES Chapter, the positions of Representative, Alternate, Secretary and Treasurer are elected, not appointed. The length of term is 2 years, with the option to run for another consecutive 2 year term, for a maximum of 4 consecutive years in the same office. By rule, a person who has served a full term of four consecutive years must wait for 2 years (the length of one full term) before seeking the same office they last held. Candidates can run for office as many times as they wish, but once elected, can not hold the same office for more than 4 years in a row. To be considered for candidacy in any office, you must be a member in good standing (dues current with uninterrupted membership for one full year immediately prior to the election), with no involvement in pending disputes or sanctions.

If you are interested in holding any of the following offices: Rep, Alternate, Secretary or Treasurer, please fill out a copy of the **Nomination and Acceptance Form (found on the “Forms” page of the Ohio ICES website)** and compose a brief resumé of items you would like your fellow members to know about you, that relate to the office you wish to hold. Send these to Karen Garback (registrar), 5370 Columbia Rd., North Olmsted, OH 44070, postmarked by April 15th. Or you can scan and attach to an email, and send to pbkaren@sbcglobal.net. By rule, nominations from the floor will be accepted on the day of election, but still require that you present a Nomination and Acceptance Form, at least one hour before the start of the Business Meeting. This means that you can still send your paperwork to Karen after the April 15th deadline, but your name may not be on the absentee ballot or your resume in the newsletter, in time for the ballots. This process makes sure that there is no delay to the start of the meeting, as candidate eligibility is being checked. Absentee ballots and proxy voting information will be included in the next newsletter prior to the meeting along with a list of candidates. Although this seems like a very formal process, it is meant as a safeguard against being pressured to accept or embarrassed to decline the nomination in person on the day of the election. If you have determined that running for an office is something that you genuinely WANT to do, then mailing in your formal nomination should not be an obstacle. And, yes, you may nominate yourself.

DUTIES OF OFFICERS in Summary

The Representative presides at meetings of the Chapter and appoints committees, as necessary, and performs the duties of Representative as outlined in the *ICES Representative Guidelines and Responsibilities*. The Representative makes sure that all minutes, Board correspondence and other correspondence, financial records and important Chapter items and documents are kept safely and properly and are able to be made available to the membership when necessary. The Representative sees to it that chapter newsletters are forwarded to the President, the ICES Newsletter Editor and any other required individual, that all chapter reports are filed on time and that the chapter is kept in good standing and up to date on all required paperwork. The Representative must also keep all chapter material ready to pass on to the next Representative.

The Alternate assists the Representative and must be available to perform as needed in the absence of the Representative, using *ICES Representative Guidelines and Responsibilities* in the same manner as the Representative.

The Secretary records the minutes of all proceedings and makes sure that there are copies safely kept in the permanent record. A copy of the minutes from each previous chapter business meeting must be sent to the chapter newsletter editor, for printing and distribution prior to the next scheduled meeting. The Secretary of the Ohio Chapter may be called upon to receive new and renewing memberships during a business meeting. The Secretary may also be called upon to send or receive correspondence when needed.

The Treasurer keeps the complete, permanent financial records for the chapter, signs the checks, and performs any other duties that may be required by government agencies and the Chapter Bylaws. The Treasurer provides a written report of receipts and disbursements (Treasurer's Report) at each meeting and prepares the required quarterly reports, sending them to the Representative in a timely manner. The Treasurer makes deposits and any necessary withdrawals, on behalf of the chapter, and is authorized to pay approved bills and expenses incurred for chapter activities such as Days of Sharing, newsletters or other projects. The Treasurer must keep all chapter financial records and materials in her/his care available for use and ready to pass to the next Treasurer.

Any further questions are welcome. Email us at info@ohioices.org