

	FMCA POLICIES AND PROCEDURES	INDEX NO. 2005	APPROVAL LEVEL GB
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	SPECIAL DISTRIBUTION Candidates for National Office		

POLICY

The Executive Board is comprised of the National Officers of FMCA and FMCA’s Immediate Past President (non-voting advisor).

The Governing Board elects the President, Senior Vice President, Secretary, and Treasurer by majority vote. There will be a run-off election between the two candidates receiving the highest number of votes, if more than two candidates run and none receives a majority vote.

A plurality of all votes cast by the incumbent Area Vice President and the national directors representing the chapters within an Area shall elect the Area Vice President.

The President, Senior Vice President, Secretary, and Treasurer of FMCA shall be elected for a two-year term. These officers and the Area Vice Presidents shall take office immediately following the Annual Membership Meeting in the year in which they are elected.

An individual shall not serve more than 2 two-year terms or exceed a total of four years in each of the positions of President, Senior Vice President, Secretary, and Treasurer, respectively, in a lifetime. A term of service of less than one year in any officer position shall not be counted as part of the term or year limit requirement.

Each of the Area Vice Presidents shall be elected for a two-year term. An individual may serve no more than 2 two-year terms, or any combination of one-year and two-year terms not to exceed a total of four years, in the position of Area Vice President, respectively, in a lifetime. A term of service of less than one year in an Area Vice President position shall not be counted as part of the term or year limit requirement.

One year is defined as the period of time from one Annual Membership Meeting until the next Annual Membership Meeting, regardless of the actual number of months, weeks or days involved.

PROCEDURE

Requirements and Obligations of Nominees for National Office

1. It is considered a requisite part of the eligibility of any candidate for any elective office that the candidate be acquainted with the qualifications and duties of the office under consideration.
2. Each candidate who accepts nomination for elective office is to furnish, to those nominating him or her, consent that he or she will serve and, if elected, will perform the duties and accept the responsibilities of the office to the best of his or her ability.



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Nominations and Elections - President, Senior Vice President, Secretary, and Treasurer

1. Approximately eight months prior to the elections, a letter is sent from the Nominating Committee to Executive Board members, chapter presidents, national directors, alternate national directors, and former Executive Board members who have served in the past two years requesting assistance in referring members who are qualified and will accept nomination for the four nationally elected offices. Enclosed with this letter is a copy of Bylaws Article IX (Executive Board), and a nomination/consent form.
2. Nomination/consent forms and resumes are to be returned to the national office approximately six months prior to the election.
3. Resumes are prepared, correcting only spelling and punctuation, and the nominees are informed of said corrections for approval (FMCA Policies and Procedures #2029).
4. A copy of the signed consent form and resume for each nominee shall be mailed to each member of the Nominating Committee by the national office at least 30 days prior to the winter international convention in the year in which the nationally elected officers' elections will be held.
5. Prior to the winter international convention in the year in which the nationally elected officers' elections will be held, the Nominating Committee will select a slate of candidates. The Nominating Committee Chairman shall notify the candidates of their selection or non-selection to the slate of officers at that time.
6. The Nominating Committee shall certify by a report filed with the Governing Board, through the President, no later than three months prior to the date of election, either a single or multiple candidate slate for the President, Senior Vice President, Secretary, and Treasurer, along with verification that all nominees have consented to serve if elected. The slate shall be published not less than two months prior to the date of the election.
7. Any fifty voting membership numbers of FMCA may nominate, by signed petition, eligible FMCA members for appropriate offices, provided that such petition is submitted to the Governing Board, through the President, not less than three months prior to the date of the election. Nominations shall be distinguished as "at-large nominations," and shall be included and published with the slate recommended by the Nominating Committee.
8. During the annual meeting of the Governing Board, when the Nominating Committee report is given, nominations may be made from the floor for any and all offices. Candidates nominated from the floor shall sign a statement indicating that they meet the requirements as set forth in FMCA Bylaws Article IX (4).



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9. In the event of a permanent vacancy in the office of Senior Vice President, Secretary, or Treasurer, the Nominating Committee, within 14 days of the vacancy, shall solicit one nomination from each Executive Board member. The nominee must return a copy of his/her resume and consent form to FMCA by fax or e-mail within the next 14 days. The Nominating Committee, within the following 7 days, shall present to the President a slate with one or more names to fill the vacant office and complete the current term. The President, subject to the advice and consent of the Executive Board, shall fill the vacancy from the slate of names presented by the Nominating Committee.

Nominations and Elections - Area Vice Presidents

1. A separate Area election will be held for each of the Area Vice Presidents. The national office will conduct each Area election.
2. The national directors representing the chapters in each designated area will nominate and elect by mail ballot their Area Vice President. Each chapter national director shall have one vote in such proceedings.
3. In odd-numbered years the Area Vice Presidents from the Midwest, Northeast, Rocky Mountain, South Central, and Southeast areas will be elected. In even-numbered years the Area Vice Presidents from the Eastern, Great Lakes, International, Northwest, and Western areas will be elected. Any vacancy that occurs in an Area Vice President position/office will be filled to complete that term only.
4. In the year when the Area Vice President is due to be elected, the national office will send a letter in January/February to the national director of each chapter asking for nominations of prospective candidates for the office of Area Vice President from their respective area. This letter states a return date of approximately seven to eight weeks. Enclosed with this letter are a nomination/consent form and a Guidelines and Format of Candidate's Resume. Chapter presidents and alternate national directors also receive a copy of the mailing, but without the nomination/consent form.
5. Approximately one month after the return date of the nomination/consent forms, a cover letter with resumes, mail ballot, and a postage-paid envelope is sent by the national office to each national director for his or her respective area. Space is provided for write-in candidates. Chapter presidents and alternate national directors receive a copy of the letter and the resumes without the mail ballot.
6. Thirty days shall be allowed between the date of mailing the notice of a mail ballot and the final postmarked date by which mail ballots are to be returned. The final postmarked date upon which mail ballots are to be returned shall be stated in the notice.
7. It shall take a plurality of all votes cast to elect the Area Vice Presidents.
8. Each incumbent Area Vice President shall have one vote in the area election in which he or she is serving.

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9. The tabulation of ballots shall take place at least ten days after the final postmark date for returning the mail ballots.
10. FMCA's Certified Public Accountant shall notify the National Secretary, or his or her designee at the national FMCA office, immediately of the numerical results of the tabulation. The chapter's individual voting results shall be forwarded to the national office for file.
11. The National Secretary shall send, or cause to be sent, a notice of the numerical results of the mail ballot to the Governing Board.

In the event of a vacancy in the office of an Area Vice President, the President of FMCA shall direct the Secretary to notify by mail, as soon as possible, the national directors representing the chapters of the affected area of the vacancy. The purpose of this notification is to solicit their nominations to be presented to them for election by mail ballot to serve the unexpired term. Said term shall start immediately upon the election tabulation date.