

	FMCA POLICIES AND PROCEDURES	INDEX NO. 3017	APPROVAL LEVEL GB
	SUBJECT Chapter Officers - Nomination and Election Responsibilities	EFFECTIVE 6/13	SUPERSEDES 8/12
		SPECIAL DISTRIBUTION Chapter Formation Kit	

POLICY

It is the duty and responsibility of each chapter to elect (not appoint) a president, one or more vice presidents, a secretary, a treasurer, national director, and an alternate national director for a one- or two-year term. A chapter may elect in their bylaws to combine the position of secretary and treasurer into a single position. An associate chapter shall elect a president, one or more vice presidents, a secretary, and a treasurer for a one or two-year term. A chapter may elect in their bylaws to combine the position of secretary and treasurer into a single position. An individual FMCA member may hold either a single office in each of two chapters or two offices in one chapter. A member may hold the office of national director or alternate national director in only one chapter. Members of the same family unit may serve concurrently as a national director or alternate national director as long as they represent different chapters.

Officers of an associate chapter whose scope lies outside the United States and Canada will not be protected by insurance made available to chapters whose scope lies within the United States and Canada.

PROCEDURE

1. The membership of each chapter shall, yearly or every other year, nominate and elect a chapter Nominating Committee to serve during the chapter's year. The Nominating Committee shall make nominations to fill whatever vacancies may occur during this period.
2. The Nominating Committee is to place in nomination candidates for chapter officers, including national directors and alternate national directors. (The offices of national director and alternate national director are not applicable to associate chapters.)
3. At the meeting at which the chapter Nominating Committee formally makes its report, other nominations for any or all offices may be made from the floor.
4. If the chapter's election of officers is to be conducted by mail ballot, such mail ballots must have provisions for write-in votes.
5. Within thirty days of the election, each chapter secretary shall furnish the national office of FMCA with a list of newly elected officers.