

# Nomination and Election Policy



The purpose of the Woodworkers of Central New York, Inc. (Woodworkers CNY) Nominations Committee is to ensure that the board is comprised of individuals who possess the skills, qualities, and experience to collectively contribute to effective board governance, and to assist the board in identifying qualified individuals to become officers and board members.

## Composition of Board

According to Article VII of the Bylaws:

“The Board of Directors shall be comprised of:

- (1) four elected and seated officers;
- (2) Chairs of the four Committees of the Corporation; and
- (3) At least three members shall be elected from the general membership to serve as Board Members.”

This policy limits the maximum number of *At Large* Board members from the general membership to no more than ten (10).

## Terms

According to Article IX of the Bylaws:

“All Officers and Board Members are elected for two-year terms. The term-year starts on January 1 following the Annual Meeting election in December. The term for Officers shall begin in January of even numbered years and Board Members shall begin terms of office in January of odd numbered years. There shall be no maximum number of terms an Officer or Board Member shall be eligible to serve. “

This policy clarifies that Officers will serve only a one year term starting in January 2019 so as to start the process of staggered terms between Officers and Board members as specified in Article IX of the bylaws.

## Nominating Committee

According to Article XI of the Bylaws:

“The President shall appoint in September of each year a Nominating Committee consisting of five members in good standing with the immediate past President as chair, if available.”

This policy clarifies that the Nominating Committee shall determine that nominees meet the requirement of the Bylaws such that:

- 1) “Qualified individuals must be members in good standing of Woodworkers CNY including their affiliation with any of its Committees of the Corporation.”
- 2) Nominees are aware of and agree to abide by the responsibilities of each Office and Board Member assignment as specified in the Bylaws.
- 3) At least four nominees for Officer and Board Members positions are current members of the American Association of Woodturners (AAW) or agree to become members for their term of office, if elected. This requirement is necessary for Woodworkers CNY to maintain its affiliation with AAW and receive the benefits of membership for affiliate grants, insurance, and other services (as specified in article XIV of the Bylaws).

## Nominating Process

According to Article XI of the Bylaws:

“The nominating committee will offer its nominations for Officers and Committee Chairs at the November Board meeting. At the Annual meeting in December, additional nominations of members who have agreed to serve, if elected, may be made from the floor prior to holding the election.”

This policy clarifies that:

- 1) The Nominating Committee shall present the slate to the Board at the November meeting to verify that the nominees meet all three requirements listed above.

- 2) The voting members of the Corporation have the ultimate responsibility of approving the recommendation of the Nominations Committee; however only nominees approved by the Nominations Committee through the nomination process set out in this policy or the additional nominations from the floor of members who meet all three requirements listed above shall be eligible for election.
- 3) The Nominating Committee may recommend more candidates than Office and Board vacancies.

### **Election Process**

According to Article IX of the Bylaws:

“The Officers and Board Members shall be elected by a majority vote of the membership present during the December Annual Meeting. “

This policy clarifies that:

- 1) Voting shall be conducted by paper ballot during the December Annual meeting. Proxy voting and electronic voting are not permitted.
- 2) A member may obtain an absentee ballot if he or she cannot attend the Annual meeting during which the election will be held. The member must submit a request in writing (email to [woodcny@gmail.com](mailto:woodcny@gmail.com) or by mail to Post Office Box 661, Syracuse, NY 13214). The request must be submitted at least thirty (30) days before the date of the election. The member must return the ballot in a sealed envelope that is signed by the member to the Secretary at the Post Office Box (above) no less than three (3) days before the election. The ballot will only include the candidates nominated and presented to the Board at the November Board meeting. No write-ins may be added to the absentee ballot.
- 3) The nominee for each office and Board position will be voted on separately using these three response categories: “aye”, “nay”, or “abstain”.
- 4) In the event that there is more than one nominee for an office, the nominee with the highest number of “aye” votes will be considered elected.
- 5) In the event that there are more nominees than positions available for the Board positions “at large” from the general membership, those with the highest number of “aye” votes will be considered elected up to a maximum of ten seats.
- 6) In the event of a tie, the deciding vote will be cast by the President of the board.
- 7) In the event that one or more office or Board seats are not filled by the nomination and Election process, the board shall determine an appropriate process to bring new candidates forward for a special election for the remainder of the term.

Motion and First reading: June 27, 2018

Second Reading: July 25, 2018

Approved on: July 25, 2018

Rev 9/17/18 form normalization

Amended on: September 26, 2018