



CCRID PROCEDURE

Effective Date: May 2, 2009

Approved By: 07-09 CCRID Executive Board

PRO-1 EXECUTIVE OFFICER NOMINATION PROCEDURE

| <u>Action By:</u> | <u>Step:</u> | <u>Action:</u> |
|-------------------|--------------|---|
| Secretary | 1 | Initiates call for nominations. 1.a Provides call for nomination information and form to the newsletter editor for inclusion in the next newsletter. 1.b Provides call for nomination information and form to the Webmaster for posting on the web site. |
| Member | 2 | Completes nomination form |
| | 3 | Mails completed nomination form to the CCRID Post Office Box. |
| Secretary | 4 | Receives completed nomination forms |
| | 5 | Contacts nominees to confirm nomination |
| | 6 | Provides list of confirmed nominees and bio's to General Business Meeting participants. |
| President | 7 | Announces confirmed nominations prior to elections. |
| | 8 | Calls for nominations made from the floor |
| Member | 9 | If a member wishes to make a nomination from the floor of the business meeting: 9.a Nominates member from floor of business meeting |
| President | 10 | If no additional nominations are made 10.a Closes nominations |
| | 11 | Calls for election of officers via a paper ballot from confirmed nominations |
| | 12 | Opens nominations for Committee Chair Positions |
| | 13 | Announces elected officers |