

# **Draft Virginia Latino Advisory Board Elections Policy**

## **Election of Officers: (By-Laws -Section 2.5)**

- Elections of the Officers shall be made annually at the Board meeting held during the first quarter of the calendar year, or such time as shall be agreed upon by the Board.
- The voting method for the election of Officers shall be by vote at the next meeting; and
- Officers will be elected by a simple majority of the cast votes.
- Officers so elected shall serve until their respective successors are elected and duly qualified.
- Staff to the Board will record results.

## **Nomination Criteria: (By-Laws -Section 3.3)**

- Attendance at Board meetings is considered to be an essential element of a Member's responsibility. Without Board Member participation, the Board cannot exercise its powers and duties as outlined in the Code of Virginia. Attendance for VLAB Officers is even more critical as they set the leadership direction and guidance for the Board. Nominees, therefore, should be Members in good standing based on their attendance record.
- The Board meets four times a year, so a nominee will be included as a candidate, if the Member didn't miss any of the meetings during one calendar year or missed only one meeting during the calendar year and is recorded in the minutes as an excused absence. An unexcused absence is defined as missing a meeting without advanced notice to Staff to the Board regarding the unexpected emergency, personal matter or extenuating circumstance for the absence.
- The nominee who meets the above criteria will need to be present at the Board meeting when elections will be held.

## **Nomination Procedures:**

1. The Chair shall announce upcoming elections of officers at the Board meeting scheduled the fourth quarter of the calendar year. (The past few years our fourth quarterly meeting was scheduled in December, but recommend we not restrict ourselves to a specific month.)
2. Staff to the Board will submit correspondence to the Board members by the second week of the first quarter of the calendar year, enlisting nominations for Chair, Vice-Chair and Secretary. Interested members can nominate themselves.
3. An optional 100 word statement will be submitted to Staff to the Board by the end of January who will then consolidate into one document to distribute to the Board and post on VLAB's website at least two weeks prior to election day. The statement will highlight reason for wanting to serve as an officer and what their leadership vision and goals are for the Board.
4. Nominations will be accepted on the day of elections and all nominees will be given an opportunity to make a few remarks.

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5. Staff to the Board will distribute the list of candidates, to include the names of Board members nominated on same day of elections.
6. Staff will then record each Board member's vote for the officer positions of Chair, Vice-Chair and Secretary; and announce the results of the newly elected officers.

### **Transition:**

- If all new Officers were elected, the former officers will help with transition. Staff to the Board will coordinate a date for such meeting to take place.
- The newly elected officers will preside at the next Board meeting following elections.
- An annual evaluation on overall Board performance will be conducted and completed by all Members prior to elections or at the end of the calendar year. Staff to the Board will compile the results and share with the newly elected Executive Officers before distributing to the Board.