**Procedure Number: GP 13**

**Procedure Title: Election of Officers**

**Purpose**: To provide for the orderly election of Board Officers utilizing a process that fosters informal conversation among individual Board Members, informal and exploratory discussion within the Board, and finally, a formal electoral process.

**Timeline**: The process begins at the February meeting and concludes with the election of new officers at the June meeting. The new officers would begin service to the Board for their two-year terms at the July (odd numbered years) meeting.

**Process**:

**February Board Meeting** – The Board Affairs Committee reviews the election process with the Board including an update on officers who may be term limited. The current officers review their positions as stated by the Bylaws and reflect on their actual experience of the positions. The Board then enters into an informal discussion about possible new officers. This discussion should be a friendly, noncommittal exploration and the objective is to have the Board explore together who, of those currently serving and those not serving, might be open to assuming particular positions. More than one person can be talked about for a particular position. No commitments are being given or asked for here; it is simply a common discussion about potential service. The purpose of this conversation is to foster further private conversation outside of the meetings among Board Members.

**April Board Meeting** – The Board Affairs Committee formally asks Board Members interested in serving as an officer to notify a member of the Board Affairs Committee before the June Board Meeting.

**June Board Meeting** – The Board Affairs Committee presents ballots which have been prepared ahead of time; the ballot lists the Office and the names of all interested Board Members. Voting begins for the office of Chair, then Vice-Chair, then Treasurer, finally for Secretary. The Tellers (the Director of Mission and Ministry and the Administrator – both non-voting members) distribute a ballot to each Board Member who marks their choice by circling one name. The tellers then collect the ballots, count them, and announce the result. A simple majority of votes (one half + one of those voting) constitutes an election. If no majority is achieved on the first ballot, the process is repeated until an election is accomplished. Then, the balloting is conducted for each additional office.

**July Formation Meeting** – At the end of the Board Formation evening the new Board Members and officers are installed in a prayer service.