



## BOARD OF DIRECTORS ELECTION POLICY & PROCEDURE

Board of Director Elections are governed by the MMTA Bylaws; specifically, Article IV, Section 2 (Board of Director – Election of Board of Directors) and Article IX, Section 1 (Committees – Nominating Committee). This policy shall provide guidance and consistency from year to year for the MMTA Annual Elections based on current practice and best practices. Following these procedures will provide transparency and enable all members access to the election process while ensuring the best possible leadership team for the MMTA.

### Board of Director Nominations

In cooperation with the Nominating Committee Chair, the association manager shall publicize the submission deadline for Board of Director applications and post the application form at least eight weeks prior to the annual meeting. Any qualifying member may apply to serve on the Board. Applications are due to the corporate office at least six weeks prior to the annual meeting. The association manager shall forward nominations to the chair as well as provide support to the committee as necessary.

### Guidance for Applicants

Per the Bylaws, applicants for any board position must be an Active MMTA member. Additionally:

- Director applicants must be a member for at least two years and have committee service.
- Secretary or treasurer applicants must have two years of service as a board director.
- Vice president applicants must first serve as board secretary and treasurer.
- Directors cannot serve more than four consecutive terms.

Directors are assigned to serve as a committee chair by the President following the election; it is recommended that a director only serve as chair of the same committee twice.

Individuals serving as Directors, Secretary, or Treasurer are not obligated to seek election for a progressively higher officer position in subsequent terms. Per the Bylaws, the Vice-President automatically proceeds to the office of President-Elect, the President-Elect automatically proceeds to the office of President, and the President automatically becomes the Immediate Past President.

While it is discouraged, members may bypass the application and vetting process and be nominated from the floor during the Annual Meeting. Members interested in serving on the Board of Directors are required to comply with the process outlined in the Bylaws and this Policy.

### Vetting and Due Diligence

Per the Bylaws, the Nominating Committee is chaired by the Immediate Past President, who will appoint two additional members to serve on the committee. It is recommended that the Chair select MMTA members with at least five years of involved membership and are from diverse communities.



Nominating Committee members shall review the applications and are encouraged to conduct interviews as a committee with all applicants, via video conferencing, phone, or in-person. The interviews are to gauge each applicant's interest and unique skill set and how it could be best utilized on the MMTA Board. Interviews should be completed at least two weeks prior to the annual conference.

Following the vetting process, the committee will determine what applicants are best suited for each of the following roles: Vice-President, Treasurer, Secretary, and four director positions. The committee may also recommend a Parliamentarian for the President's consideration.

Per the Bylaws, all valid applications shall be placed on the ballot; however, the Committee is responsible for making an informed recommendation to the membership for which applicant is best suited to each position. If the committee does not select an applicant as the top choice for the position the applicant requested, the nomination chair may contact that applicant to see if they would prefer an alternate role instead of being listed as second or third choice for a position. *Please refer to the sample ballot on the final page of this policy.*

## **Notifying The Applicants**

The Nomination Chair shall coordinate with the association manager to share the ballot slate with the applicants, then post the ballot and a brief biography of each candidate for review by the membership at least one week prior to the annual meeting.

## **Annual Meeting Election Procedure**

The President shall appoint a Tellers Committee of three members in attendance at the meeting to be responsible for counting ballots. The President shall also ask for three collectors to collect any ballots that are cast.

The President will request that the Parliamentarian read the Bylaws pertaining to the election of Officers and Directors: Article IX, Section 1; Article IV, Section 2, Article VI, Section 1 and Article VII, Section 1, and from Article VI, Officers, "The President, President-Elect, and Immediate Past President will automatically take office with ratification from the membership."

The President will announce the incoming President, President-Elect and Immediate Past President and request a motion to ratify these three incoming officers. Upon a motion, the President shall call for a voice vote.

The Nominating Committee Chair will formally present the nominations for Officers. If the chair is unavailable, a committee member may present the nominations. If the committee is unavailable, the Parliamentarian will present the nominations.

- If there is only one candidate for each officer position, the President may request a motion to accept the slate of officers and call for a voice vote.
- If there is more than one candidate for any officer position, the Tellers Committee distribute ballots, members vote, and the Collectors collect ballots and give them to the Tellers to tally.



- Announce the election results (sharing the vote tally is not necessary).

The Nominating Committee Chair or their representative will formally present the nominations for Director. The President will call for nominations from the floor for the position of Director.

- If there is a nomination, the President must announce their name and confirm their eligibility and acceptance of the nomination. The President will instruct members that they may choose to write in the accepted candidate(s) for one of their four votes for director.
- If there is only one candidate for each director position, the President may request a motion to accept the slate and call for a voice vote.
- If there are more than four director candidates, the Tellers Committee distribute ballots, members vote, and the Collectors collect ballots and give them to the Tellers to tally.
- Announce the election results (sharing the vote tally is not necessary).

The President will thank the Nominating Committee by name, as well as the Tellers, Collectors, and all nominees. If ballots are used during the election, the President should ask for a motion to destroy the ballots.

## **Officer Installation**

At the installation ceremony, whoever is installing the new board should make sure to thank all the members of the Board for their service (including the Parliamentarian), especially those who are leaving the board and not being installed. The installation should include the Associate Director and Associate Liaison.

*Policy Adopted June 14, 2022*



## SAMPLE BALLOT

*This ballot will be distributed prior to the Annual Meeting, along with brief bios of each candidate. The actual ballots for voting at the Annual Meeting would not include the Officers for Ratification section and would be divided into Officers and Directors since those votes are done separately.*

### **Officers For Ratification**

President: *Name of current President-Elect*

President-Elect: *Name of current Vice President*

Immediate Past President: *Name of current President*

### **Officers For Election**

Vice-President (*vote for one*)

*Name\**

*Name*

Treasurer (*vote for one*)

*Name\**

*Name*

Secretary (*vote for one*)

*Name\**

*Name*

### **Directors For Election (*vote for four*)**

*Name\**

*Name\**

*Name\**

*Name\**

*Name*

*Name*

*Write In (if nominated from floor)* \_\_\_\_\_

*Write In (if nominated from floor)* \_\_\_\_\_

*\*Candidate recommended by Nomination Committee following its vetting process.*