



## Board Director Election

### 1. GENERAL

- 1.1. This operating procedure (OP) establishes guidelines for the election of Square Dance Minnesota, Inc. (SDM) Board directors.

### 2. REFERENCES

- 2.1. SDM Bylaws, January 29, 2017
- 2.2. SDM OP 17-01, "Standards of Conduct," January 29, 2017.

### 3. SUPERSESION

- 3.1. SDM OP 15-09, "Board Director Election," July 11, 2015.

### 4. RESPONSIBILITIES AND PROCEDURES

#### 4.1. General

Section 5, Article IV, Reference 2.1., states that "New directors shall be elected by the members at the annual meeting. Section 2, Article IV, Reference 2.1., establishes the term of office for elected board members. Section 3, Article VI, Reference 2.1., establishes the requirement for the Board Development Committee to present nominations for new or renewing board directors to the board at the quarterly meeting immediately preceding the annual membership meeting. Reference 2.2., provides the general information and conflict of interest guidance for the Board Development Committee.

#### 4.2. SDM Responsibilities

The board will seek volunteers to serve on the Board Development Committee prior to the last quarterly board meeting before the annual membership meeting.

Present the slate of nominees to the membership.

Announce the results of the election.

Authorize Board Development Committee to destroy ballots.

#### 4.3. **Member Responsibilities**

Volunteer to serve on the Board Development Committee.

Volunteer to fill a board director position.

Vote in person, by proxy or mail-in ballot (if permitted), at annual membership meetings for individuals that have been nominated for election.

#### 4.4. **Board Development Committee**

Canvas the membership for volunteers to serve on the board for the vacant director positions.

Submit the slate of nominees to the board at the quarterly meeting preceding the annual membership meeting.

Serve as the election judges (tellers) if secret ballots are required to determine the director(s) elected.

Prepare ballots if more than one individual per vacant director position has volunteered to serve as a director.

When there is only one individual nominated for a vacant director position, ballots are not required. The election will be by consensus “white ballot” at the general membership meeting.

When two or more individuals are nominated for vacant director position(s), the individual(s) with the majority of votes will be elected as the new director(s).

Prepare, distribute, control, and count all ballots (including absentee ballots, if permitted) at the general membership meeting.

Destroy ballots when authorized by the board.

### 5. **OP MANAGEMENT**

- 5.1. This OP may be amended by a majority vote of the board directors. The maintenance of this OP is the responsibility of the SDM Chair, who will answer questions and make any required changes.