

Procedures-Protocols for Virginia Advisory Board Executive Officer Elections

The Executive Officers shall be elected ~~bi-annually~~ by a simple majority of votes. Votes will be recorded by the Special Assistant for Advisory Board Administration, or equivalent board staff. The Executive Officers so elected shall serve until their respective duly qualified successors are elected.

Commented [PB1]: This will be voted on by the full board at the March 2021 meeting

The Executive Officer positions are the Board/Council Chairman, Vice-Chairman, Secretary, and if applicable, Treasurer.

The current Executive Officers shall call for annual elections according to the following:

I. Logistics

- a. Annual elections of the Executive Officers will be held during the ~~first or~~ last meeting of the calendar year, or at such time agreed upon by the Board ~~/Council~~
- b. The current Executive Officers will determine whether elections will be held during the first or last meeting of the calendar year, or at such time agreed upon by the Board ~~/Council~~
- c. Board ~~/Council~~ members will be notified at least one meeting in advance that elections will take place at the designated full Board/Council meeting

II. Nominations

- a. After receiving notice of the upcoming election, Board ~~/Council~~ members will submit nominations (names) for the Executive Officer positions (Chairman, Vice-Chairman, Secretary and, if applicable, Treasurer) to the Special Assistant for Advisory Board Administration, other board staff, and/or the Governance Committee
- b. It is preferred that nominations may be submitted up to two weeks before the election, but nominations will be accepted up to and including the day of election. ~~Board/Council members may submit nominations up to two weeks before the election~~
- c. Each Board ~~/Council~~ member may submit only one name for each Executive Officer role
- d. The Special Assistant for Advisory Board Administration and/or the Governance Committee will confirm whether each nominee is willing and able to serve in the role for which they are nominated

- e. Once confirmed, each candidate should submit a brief written statement of why they want to serve in their nominated role to the Special Assistant for Advisory Board Administration to be shared with all Board/Council members

III. Ballots

- a. The Special Assistant for Advisory Board Administration shall prepare a ballot according to the nominations received from Board/Council members; the ballot will serve as a reference for Board/Council members
- b. The Special Assistant for Advisory Board Administration will email the ballot with the nomination slate and each candidate's written statement to all Board/Council members at least one week prior to the meeting in which elections will be held

IV. Elections

- a. As with any meeting of a public body, a quorum of Board/Council members is required for elections to take place
- b. During the meeting in which elections will be held, each nominated candidate will have 2-3 minutes to address the Board/Council directly and deliver their statement of why they want to serve in that role
- c. Voting shall be conducted in roll call fashion, with each Board/Council member voicing their vote for each Executive Officer position
- d. Board/Council members may choose to abstain from voting on one or more of the Executive Officer positions
- e. Both the Secretary and the Special Assistant for Advisory Board Administration will record all votes as they are verbalized in roll call fashion, and will share the results to all Board/Council members after they are tallied

V. TRANSITIONS

- a. Board members should conduct an annual self-evaluation of the board's performance to include an assessment of the executive officers' overall performance in carrying out their respective duties.
- b. An external evaluation should also be conducted annually.
- c. The internal and external evaluation results should be sent to the board 14 days prior to elections.
- d. End of term community report of outgoing chair
- e. Previous chair can serve as an Ex-Officio non-voting member on the Board's Executive Committee. Board

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