



## 2018-2020 CHAPTER BOARD NOMINATIONS & ELECTIONS

**The following is a summary of useful information regarding nominations and elections (N&E) for SGMP chapters.** It is not intended to serve as the complete set of guidelines (much of which is contained within SGMP bylaws and policy manual).

In 2013, bylaws amendments and policy manual revisions were made regarding the N&E processes at the national and chapter levels. So please read the nominations and elections sections thoroughly so that you know the current rules. Should you have any questions please ask National Nominations & Elections Committee Chair Rob Coffman, CGMP.

### CHAPTER BOARD MEMBERS

Chapter Board members may not serve simultaneously as a National Board member. Chapter Board members may serve on SGMP (national) committees, but may not serve as chair or co-chair. Retiree members are not eligible for a Chapter Board position.

### CHAPTER BOARD NOMINEES/CANDIDATES

Any SGMP member in good standing in an appropriate member category for at least six months by July 1, 2018 is eligible for nomination and election as a voting member of a Chapter Board:

Chapter President	Government Planner (GP) or Contract Planner (CP)
Chapter First Vice President	GP or CP
Chapter Second Vice President	Supplier (S) or Associate Supplier (AS)
Chapter Secretary	GP or CP
Chapter Treasurer	S, AS or CP
Chapter Director*	GP
Chapter Director*	S or AS
Chapter Director*	GP, S, AS, or CP

[Chapter Immediate Past President] [not part of Chapter Board nominations & elections process]

An exception may be made to allow a government planner to serve as chapter treasurer, provided that a supplier or associate supplier is serving as chapter secretary (and vice versa), thus not altering the ratio of planners/suppliers on the Chapter Board.

Any Chapter Board candidate may not be a member of that chapter's nominations & elections committee. However, any outgoing Chapter President or board member may serve on the chapter's nominations & elections committee.

Any Chapter Board candidate may not be a National Board of Directors member or a Gilmer Institute of Learning trustee.

## CHAPTER BOARD TERMS OF OFFICE

Terms of office for all Chapter Board positions shall be two years and Chapter Board terms shall not be staggered. Every Chapter Board member elected in this year's process will serve a term of 7/1/18 – 6/30/20.

**A term of office is equal to two years and will begin July 1 of the election year and end June 30 in the next election year. An Officer or Director appointed to fill an unexpired term shall be eligible for election to the same office. AN OFFICER OR DIRECTOR MAY BE ELECTED TWICE EVEN IF THE BOARD TENURE BEGAN AS AN APPOINTMENT, BUT NO MORE THAN FIVE YEARS IS PERMITTED IN ANY ONE POSITION. No Officer or Director shall serve more than 10 total years in an elected and/or appointed position. NO OFFICER OR DIRECTOR MAY RUN FOR REELECTION IF THE ELECTED TERM WOULD EXCEED TERM OR BOARD LIMITS.**

The chapter N&E committee has the responsibility for confirming your chapter nominees' eligibility regarding this term limits requirement.

## CHAPTER BOARD ELECTIONS

Chapter Board election voting shall be administered by headquarters through SGMP's SurveyMonkey account.

Chapter Board candidates must adhere to the SGMP policy regarding campaigning (Policy NE-2). There is a formal written complaint process of Chapter Board elections available to SGMP members in good standing (Policy NE-4).

## CHAPTER BOARD INSTALLATION

Each Chapter Board member shall be sworn in using SGMP's approved oath of office during the chapter meeting nearest to, but before, the July 1<sup>st</sup> start date of their term of office (the term of office begins on July 1<sup>st</sup> and not when the oath of office is administered). The installation ceremony may be led by a current or past National Board member, a past chapter president, or the SGMP executive director & CEO.

Every member of a Chapter Board shall read and sign a Code of Ethics form as part of the installation process that must then be submitted to SGMP headquarters by July 1<sup>st</sup>. There is one form per chapter that is to be signed and submitted.

## CHAPTER BOARD VACANCIES

A vacancy for president shall be filled by the first vice president. In the event that the first vice president will not serve, a special chapter election will be held to elect the president.

All other Chapter Board vacancies (due to resignation or death) shall be filled by appointment within 60 days of the vacancy. That unexpired term will be filled by the Chapter Board's approval (by majority vote) of an appointment by the chapter president. SGMP must confirm the eligibility of any proposed appointee.

A Chapter Board member must resign within 90 days of leaving the occupation that qualifies him or her for SGMP membership, unless they acquire employment in a position that qualifies them to serve on the Chapter Board.

A Chapter Board member may be removed from office after the third consecutive or third non-excused absence per fiscal year from scheduled Chapter Board meetings.

#### CHAPTER BOARD NOMINATIONS & ELECTIONS QUESTIONS

Please contact Rob Coffman, CGMP, National Nominations & Elections (N&E) Committee Chair, for any questions or issues related to Chapter Board nominations or elections.