



Calabar High School Alumni Association Florida Chapter aka Calabar Alumni Florida

Nominations are now open for all officers on the Board of Directors.

Nominations Opened: August 30, 2020

Nominations Close: September 15, 2020 at Midnight.

Nomination Committee: Michael Schloss (mwschloss@gmail.com) and Derrick Munroe (cbarbwoy@gmail.com).

Once nominations close, the Nominating Committee shall perform the following functions:

- A. Verify that all nominees and persons making the nominations are verified as official members¹ of Calabar Alumni Florida.
- B. If an official member nominates a person that still has not registered at the nomination deadline, that member shall be informed that his nominee failed to register and as such is deemed ineligible.
- C. Contact the verified list of nominees individually, in writing and with a follow-up telephone call if no reply is received within 24 hours, to certify that the nominee accepts being nominated is willing to be placed on the Slate of Candidates for election for the particular position.
- D. If a person is nominated for more than one position, the nominee must choose his preferred choice to be put for candidacy.
- E. Nominating Committee will then email out the “Slate of Candidates” to the membership.
- F. The Nomination Committee will be responsible to determine a secure method of e-ballot voting, announce the voting period—with an opening date and a closing date and time.
- G. Any person that is registered as an official member¹ prior to the time and date of the voting period is eligible to vote and shall receive an e-ballot.

¹ Regular, Green & Black Business or Utmost Membership Categories Only

Nomination Form Rules

1. Please complete online form to nominate a person to be a candidate for a position. **Your candidate must be a registered member. You must be a registered member to complete this form.**
2. Submit one form per nominee. Submit one form per position if you are nominating the same person for more than one position. You can nominate yourself or another member.
3. The deadline for nominations is **September 15, 2020 at midnight.**
4. The information you provide below will be used by the Nomination Committee to confirm membership and certify the slate of candidates for the Board of Directors. Candidates will be on the ballot for election by Calabar Florida Alumni membership.
5. After certification by the Nomination Committee, then secure electronic ballots will be sent to the registered members. The Election deadline is **October 15, 2020 at midnight.**

BOARD OF DIRECTORS

Number of Officers The officers of the organization shall have *up to 11* Members but *no less than 7* members. There shall be a President, one Vice-President, a Treasurer, a Secretary. The other members of the Board of Directors may include some or all of the following: Director of 1960's, Director of 1970's, Director of 1980's, Director of 1990's, Director of 2000's and Director of 2010's. Two or more offices may not be held by one person.

The Immediate Past President is also a member of the Board of Directors.

Executive Committee The President, Vice-President, Secretary and Treasurer make up the Executive Committee. These four positions must be elected by the registered membership.

Appointments If there are no nominations for a Decade Director position on the Board of Directors, then a person may be appointed by the President, subject to majority approval by the existing Board of Directors.

Election and Term of Office. (To be ratified by the incoming Board of Directors) It is anticipated that the officers shall be elected every two years. Each officer shall serve a two-year term or until a successor has been elected and qualified.

General Description of Duties

President. The President shall be the chief executive officer and shall preside at all meetings of the Board of Directors and its Executive Committee, if such a committee is created by the Board.

Vice President. The Vice President shall perform the duties of the President in the absence of the President and shall assist that office in the discharge of its leadership duties.

Secretary. The Secretary shall give notice of all meetings of the Board of Directors and Executive Committee, shall keep an accurate list of the directors, and shall have the authority to certify any records, or copies of records, as the official records of the organization. The Secretary shall maintain the minutes of the Board of Directors' meetings and all committee meetings.

Treasurer. The Treasurer shall be responsible for conducting the financial affairs of the organization as directed and authorized by the Board of Directors and Executive Committee, if any, and shall make reports of corporate finances as required, but no less often than at each meeting of the Board of Directors and Executive Committee.

Director of 1960's. This Director serves as a closer representative of Alumni from the *Classes of 1969 and before*. This person shall represent and share the interest and serve as a connection to Alumni from this era.

Director of 1970's. This Director serves as a closer representative of Alumni from the *Classes of 1970 to 1979*. This person shall represent and share the interest and serve as a connection to Alumni from this era.

Director of 1980's. This Director serves as a closer representative of Alumni from the *Classes of 1980 to 1989*. This person shall represent and share the interest and serve as a connection to Alumni from this era.

Director of 1990's. This Director serves as a closer representative of Alumni from the *Classes of 1990 to 1999*. This person shall represent and share the interest and serve as a connection to Alumni from this era.

Director of 2000's. This Director serves as a closer representative of Alumni from the *Classes of 2000 to 2009*. This person shall represent and share the interest and serve as a connection to Alumni from this era.

Director of 2010s. This Director serves as a closer representative of Alumni from the *Classes of 2010 to present*. This person shall represent and share the interest and serve as a connection to Alumni from this era.