



Calabar High School Alumni Association Florida Chapter Calabar Alumni Florida

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

Nominations Opened: September 1, 2022

Nominations Close: September 12, 2022, at 11 PM.

Nomination Committee: TBD

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. Suppose an official member nominates a person that still has not registered at the nomination deadline. In that case, 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 and 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 for candidacy.
- E. Nominating Committee will email 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 ultimately be a registered member before the nomination deadline. You must be a registered member to complete this form.**
2. Submit one form per nominee. Submit one form per position if you nominate the same person for more than one position. You can nominate yourself or another member.
3. The deadline for nominations is September 12, 2022, at 11 PM Eastern.
4. The Nomination Committee will use the information you provide 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 Nomination Committee certification, secure electronic ballots will be sent to the registered members. The Election deadline is **October 15, 2022, at 11:59 PM Eastern**

BOARD OF DIRECTORS

1. Number of Officers: The organization's officers shall have up to 12 Members but no less than seven members.
2. The board's executive committee shall be the positions of President, one Vice-President, a Treasurer, and a Secretary.
3. Board Directors may include some or all the following: Director of 1960s, Director of 1970s, Director of 1980s, Director of 1990s, Director of 2000s, Director of 2010s and Director of 2020s. (Or two Directors can be “Director-at-Large”)
4. **NOTE:** Board directors do not have to hail from the same decade as the position title. **All are welcome!**
5. One person may not hold two or more offices.
6. The Board positions are all volunteer based (i.e., no financial compensation).
7. The Immediate Past President is also a member of the Board of Directors.
8. The Board meeting monthly per the Bylaws.

Term. The Board of Directors is elected for 2 years.

Executive Committee. The **President, Vice-President, Secretary and Treasurer** make up the Executive Committee. The registered membership must elect these four positions.

Appointments. Suppose there are no nominations for a Decade Director position on the Board of Directors. In that case, 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.

General Description of Duties

President. The President shall be the chief executive officer and preside at all Board of Directors meetings and it's Executive Committee if the Board creates such a committee.

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

Secretary. The Secretary shall give notice of all meetings of the Board of Directors and Executive Committee, keep an accurate list of the directors, and 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-At-Large #1. This Director is at Large. This person shall represent and share the interest and serve as a connection to Alumni in general.

Director of 1970s. This Director is a closer representation 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 1980s. This Director serves as a closer representation 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 the 1990s. This Director is a closer representation 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 2000s. This Director is a closer representation 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 is a closer representation of Alumni from the *Classes of 2010 to the present*. This person shall represent and share the interest and serve as a connection to Alumni from this era.

Director-At-Large #2. This Director is at Large. This person shall represent and share the interest and serve as a connection to Alumni in general.

Immediate Past President. The person is a resource to aid the transition to the new Board of Directors.