

## **GCHS PROCEDURE 6.1**

### **Board Member Recruitment and Election Procedure**

#### **1. Recruitment**

- a. Board members identify candidates from the general membership whom they believe can support the mission of the GCHS and bring tangible skills. This is a year-long ongoing process.
- b. In July, the Secretary may formally request the Board to identify potential Board members if needed.
- c. During the July Board meeting the Board shall review the skill sets that it feels needs to be added to the Board membership. These skill sets will be used in the Society's quarterly publication and any special announcements calling for Board applications.
- d. In October, the Secretary shall formally ask for Board applications from the general membership via the quarterly bulletin or by special announcement.
  - i. Applicants will be asked to provide a 250-word maximum bio, including a statement explaining why they wish to serve on the Board, sent to the Secretary.
  - ii. Applicants will be provided with GCHS Policy 4.1 – Board Member Code of Ethics, Duties, and Responsibilities.
- e. On or before October 15, the President will form a Nominating Committee to assess the eligibility of all applicants, and determine which candidates are suitable for Board service.
  - i. Note: No current Board member who is also running for re-election may serve on the Nominating Committee.

#### **2. The Ballot and Voting**

- a. On or before October 30, the Secretary will send the nominee bios to the Chair of the Nominating Committee.
- b. On or before November 10, the Nominating Committee shall review the qualifications for each candidate, ensure that candidate statements are complete and that candidates are members in good standing.
- c. On or before November 15, the Secretary and Membership Chair shall draw up the ballot which shall include all candidates, their bios and the list of skill set needs as identified by the Board.
- d. The ballot shall be included in the Bulletin, complete with instructions from the President to the membership, to consider the Mission of the Society when casting votes. The voting deadline shall be November 30. The website homepage should contain a reminder to vote. The Membership Chair shall send out a second reminder on November

23 to vote.

e. Ballots will be received via e-mail to the [secretary@grandcanyonhistory.org](mailto:secretary@grandcanyonhistory.org) or via USPS to the Society's P.O. Box. E-mail ballots will be saved in a folder within the [secretary@grandcanyonhistory.org](mailto:secretary@grandcanyonhistory.org) account and will be printed.

### 3. Counting:

On December 1, two Board members, selected by the President, shall count and tabulate the votes. Neither Board member may be on the ballot. One of these Board members shall be the Secretary unless the Board member serving as Secretary is on the ballot.

### 4. The results:

a. On December 2, the results shall be shared with the Officers of the Society such that the successful candidates may be contacted to receive their affirmation of willingness to serve. The unsuccessful candidates will also be contacted to invite their continued non-Board participation with the Society.

b. On or before December 5, the results shall be shared with the entire Board and on the website homepage.

c. The full results shall be incorporated into the Secretary's report, to be given at the annual meeting.

September 2021