NOMINATING CHAIR/COMMITTEE & ELECTION PROCEDURES

Date approved by Board: Feb. 11, 2004

Term of Office: One Calendar Year

The current by-laws state:
The election of Officers and members of the Board shall take place before the first of November of each year for terms to be effective January 1 of the coming year. The election shall occur at the October Regular meeting or by mail allowing a reasonable period of time for responses to be received by the October Regular meeting. Election shall be by secret ballot. The Commodore shall declare elected to each office the candidate receiving the highest number of votes. In the event of a tie vote, there shall be conducted at the October regular meeting a runoff vote between the deadlocked nominees. The election shall be by written ballot. Each eligible voting member then in attendance shall be entitled to vote. Should such runoff vote produce another tie, the winner shall be determined by the flip of a coin conducted by the Commodore. Election ballots and tabulations of results shall be retained by the Secretary for three (3) years.

Each year the Puget Sound Yacht Club strives to obtain members who are interested in serving the Club as an officer and/or Trustee. It is the duty of the Nominating Committee to encourage members to run for elective positions, to ensure such members are qualified to take on the roles of leadership within the Club and bring a recommended slate of candidates to the Board for approval.

A. Chair & Committee Appointments

1. Chair Appointment

Each year the Commodore appoints a Chair for the Nominating Committee. The Nominating Committee Chair should have recent knowledge of the Bridge and Boards management activity as well as the leadership needs of the Club. Often the Junior Past Commodore and/or a very active/contributing Past Commodore are excellent candidates to have such qualifications.

2. Committee Appointments

The Nominating Chair is responsible for obtaining five (5) to seven (7) members for the Committee, which shall include:

   a. The current Commodore or Vice Commodore
   b. The current Rear Commodore
   c. One or two (2) current Board members (Officers and/or Trustees)
   d. One or two (2) PSYC members “at large” (very active/engaging members are desired)

All committee members should be arranged no later than June 1st of each year.

B. Chair/Committee Duties

Once the committee is set it needs to establish which positions will be available and prepare a “slate of candidates” for the election that is held at the October General meeting each year.
1. **Positions To Fill**

   a. Commodore  
   b. Vice Commodore  
   c. Rear Commodore  
   d. Fleet Captain  
   e. Secretary  
   f. Treasurer  
   g. Trustees

   **Note:**

   It is customary that the current Vice and Rear Commodores move “up through the chairs”; however this is not a guarantee. Under extenuating circumstances, the Nominating Committee may put forth someone other than the current Vice or Rear Commodore. Or the Committee may put forth the current vice and/or rear in addition to another qualified member. It is the determination of the Board to accept these nominations (or the Board may make other adjustments). (Additionally, any member may also nominate a member at the September General membership meeting as described below.)

2. **Position Descriptions/Qualifications**

   The committee shall assemble the position descriptions/needs so that they may be given to prospective applicants. This shall include a set of qualifications for each position (candidates for nomination should meet as many of the recommended qualifications as possible to be considered for the available position). The set of qualifications shall be carried forward from year to year allowing for adjustments where appropriate (qualifications may change from year to year based upon composition of the Bridge and/or the events facing the Club). (See Appendix 1 for Recommended Qualifications.)

3. **Obtaining Candidates**

   As soon as the position descriptions/needs and qualifications have been defined for the current year, the committee shall draft a list of potential candidates for each position that needs to be filled:

   a. Voluntary applicants should be sought by announcing the availability of positions at General meetings and within the Sound Waves (commencing with the June General meeting and June issue of Sound Waves).

   b. Interested or sought after candidates should be interviewed by the committee to explain the position’s responsibilities and needs and to obtain a willingness of the member to run for the position. The candidate needs to be made aware of the dedication and commitment they would be undertaking.

4. The committee should meet again to prioritize the slate of candidates and select the candidates for each position that needs to be filled. If possible multiple candidates for each available position are preferred.

5. The slate of candidates is to be presented to the Board at the September Board meeting for review and approval. It is the Board’s responsibility to carefully review the proposed slate and discuss any concerns that might be voiced. Selecting candidates for leadership of the Club is one of the most important tasks of the Board and should be done with great care.
C. September General Meeting

At the September General Meeting the Nominating Committee Chair brings to the floor a motion for the assembly (membership) to accept a slate of nominations that have been approved by the Board and that these members have agreed to run for elective office at the November election (no second is required). Approval of these members is by majority voice vote.

In addition to the Board approved nominations put forth for election by the Nominating Committee, any member has the right to nominate another member for an available position. This is normally done as a call from the Commodore after the Nominating Committee Chair presents the slate (one position at a time). The motion from the floor does not require a second and is debatable.

The member being nominated should be in agreement to run for the position prior to being nominated from the floor. A majority vote to accept the nomination is required to place the name on the slate for the November election. After all nominations from the floor have been received or offered an opportunity, a motion is made to close the nominations (requires a second) and requires a two-thirds (2/3rd) majority to pass.

D. Sound Waves Publication – October Issue

1. Candidates

Once the slate of candidates has been approved from the September General meeting, the Nominating Chair/Committee, should notify each candidate that they should make a personal “campaign statement” for publication within the October Sound Waves. This will allow members to “get to know” about the candidate (why they are running, qualifications, wishes, goals, etc.). The campaign statement may consist of whatever the candidate feels is warranted. These statements are due to the Sound Waves Editor no later than the 25th of September.

2. Ballot

The Nominating Chair should work with the Secretary on creating the ballot that is to be used for the election. The ballot should include:

a. Each office title open and the nominee(s) running for that position
b. A “line” for each office for “write-in” candidates
c. The number of votes that should be made per position
d. A notice that ballots are kept secret.
e. A notice that only “eligible” members are permitted to vote. Eligible members are defined as members who are current in their membership dues.

**NOTE:** New members initiated on Election Day are not eligible to vote.

f. A notice that mail-in/absentee ballots are permitted - one vote per eligible member and that these ballots must be received by the Secretary no later than Election Day to be counted.
g. The mailing address of the Club (ballots are mailed to the Secretary at the Club).

This ballot is published within the Sound Waves. Where two (2) or more members reside at the same address, copies must be made by the member(s) who wish to vote by mail. (See Appendix 2)

(At present voting via the Internet is not available. If or when this becomes available these procedures will be amended accordingly).

E. Election Day
1. Secretary Responsibilities

The Secretary is responsible for assisting the Nominating Chair/Committee in the preparation of and conducting the annual election that is held in October. The Secretary is specifically responsible for the preparation and accounting for the ballots.

a. The Secretary shall prepare a ballot for the October Sound Waves issue as described above.
b. Members may vote by absentee; such ballots are to be mailed to the Secretary at the Club address. Upon receipt by the Secretary ballots are validated and deposited into the voting box.
c. A sufficient number of ballots shall be prepared on Election Day and provided to eligible members.
d. The Secretary is to ensure that only eligible members have voted and there has been only one ballot submitted per member.

2. Nominating Committee

a. The ballot box is open from 6:00 p.m. to 8:00 p.m. on Election Day.
b. The Secretary maintains the ballot box and after 8:00 p.m. all ballots are given to the Nominating Chair/Committee to count the votes.
c. The results are forwarded to the Commodore who declares elected to each office the candidate(s) receiving the most votes.
d. The ballots are returned to the Secretary for safekeeping. Ballots are placed into a large envelope with the contents clearly marked, sealed and then filed in the permanent Club files. Ballots are retained for three (3) years and thereafter destroyed.

F. Ties

In the event of a tie vote, a runoff vote between the deadlocked nominees shall take place on Election Day. The election shall be by written ballot. Each eligible voting member then in attendance shall be entitled to vote. Should the runoff vote produce another tie, the winner shall be determined by the flip of a coin conducted by the Commodore.

G. Post-Election Day – Sound Waves

The Nominating Chair publishes the newly elected officers/trustees within the November Sound Waves issue.
Appendix 1

**RECOMMENDED QUALIFICATIONS OF CANDIDATES FOR OFFICERS & TRUSTEES**

(Candidates for nomination should meet as many of the recommended qualifications as possible to be considered for the available position.)

The following qualifications are **recommended qualifications**. It is desirable that candidates meet as many of the recommended qualifications as possible to be considered for the available position. However, it is not the intent to discourage members who have a (strong) desire to run for a position either. A member may have outside/other experience that would benefit the Club or simply a strong desire to run for a position.

**ALL POSITIONS**
1. All candidates must own a boat of suitable size and condition that can safely participate in the Club’s on-the-water activities to run for an elective office. These candidates fall under the membership classes of Active, Senior or Lifetime (Social members are ineligible to run for an elective office.)
2. All candidates must have a willingness to make every effort to attend and participate in all the Club’s functions including attending every Regular, Board or Special Club meeting.
3. All candidates must have access to and a willingness to frequently use email and Internet (WWW) tools for ongoing communications covering Board and membership activity.

**REAR COMMODORE**
1. A minimum of two (2) continuous years of membership.
2. Demonstrated leadership experience and qualities for Club management.
3. Experience with the Club serving as a Board member, Committee Chair or other major Club position.
4. Willingness to accept the duties of the position as described within the Club’s operations manual including the expectation of continuing “through the chairs” to the Commodore position (three continuous years of commitment).

**FLEET CAPTAIN**
1. A minimum of two (2) continuous years of membership.
2. Demonstrated leadership experience and qualities for Club management.
3. Experience with the Club serving as a Board member, Committee Chair or other major Club position.
4. Willingness to accept the duties of the position as described within the Club’s operations manual including an interest in cruises and supporting volunteer captains.

**TREASURER**
1. A minimum of two (2) continuous years of membership.
2. Experience with the Club through committee participation, previous positions or cruise and/or social leadership.
3. Financial experience preparing and managing budgets including the ability to use financial software programs to meet the Club’s financial reporting needs.
4. Attention to details and a willingness to accept the duties of the position as described within the Club’s operations manual for the complete term of office (two continuous years).

**SECRETARY**
1. A minimum of two (2) continuous years of membership.
2. Experience with the Club through committee participation, previous positions or cruise and/or social leadership.
3. Clerical skills/experience necessary to perform the duties as a Club Secretary.
4. Attention to details and a willingness to accept the duties of the position as described within the Club’s operations manual for the complete term of office (two continuous years).
BOARD MEMBER

1. A minimum of one year of membership.
2. Experience with the Club through committee participation, previous positions or cruise and/or social leadership.
3. An interest in the management of the Club. (Business experience desired but not required.)
4. A willingness to accept the duties of the position as described within the Club’s operations manual for the complete term of office (two continuous years).
5. A willingness to accept committee assignments and undertake short-term research and/or management activities.
# ELECTION BALLOT – FOR THE YEAR OF 20XX

**ONLY MEMBERS WHO ARE CURRENT IN THEIR MEMBERSHIP DUES ARE ELIGIBLE TO VOTE.**

Members who are unable to attend the October General meeting and wish to cast their ballot may do so by absentee ballot. Complete the form below and mail to:

**Secretary Name**  
% Puget Sound Yacht Club  
2321 North Northlake Way  
Seattle, WA  98103

Please place your name on your return address so your vote may be counted as a voting member. All ballots are secret and not looked at. Absentee ballots are added to the ballots at the meeting and counted at that time.

<table>
<thead>
<tr>
<th>Position</th>
<th>Vote for One</th>
<th>Candidate Name</th>
<th>Write-in</th>
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<td>(Vote for One)</td>
<td>Candidate Name</td>
<td>Write-in</td>
</tr>
<tr>
<td>Vice Commodore</td>
<td>(Vote for One)</td>
<td>Candidate Name</td>
<td>Write-In</td>
</tr>
<tr>
<td>Rear Commodore</td>
<td>(Vote for One)</td>
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<td>Write-in</td>
</tr>
<tr>
<td>Fleet Captain</td>
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<td>Write-in</td>
</tr>
<tr>
<td>Treasurer</td>
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<td>Write-in</td>
</tr>
<tr>
<td>Secretary</td>
<td>(Vote for One)</td>
<td>Candidate Name</td>
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<td>Trustees</td>
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Write-in