



CCOF

Organic Certification

Education & Outreach

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Promotion

CCOF How to Guide: Holding Chapter Elections

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Contact: Adrian Fischer, afischer@ccof.org



Introduction

CCOF chapters elect leaders to organize, facilitate, and motivate chapter activities. Additionally, each CCOF chapter elects one representative to participate and vote on the CCOF, Inc. Board of Directors.

I. Descriptions of Chapter Leadership Positions

a. President

- i. Calls, facilitates, and attends chapter meetings.
- ii. Sets, assembles, and distributes agenda prior to each chapter meeting.
- iii. Convenes chapter leaders two to four times per year to discuss chapter matters.

b. Vice president

- i. Supports the president and fills in when president is not available.

c. Secretary

- i. Gives adequate notice of meetings to all members.
- ii. Takes official meeting notes and minutes.
- iii. Distributes meeting minutes.
- iv. Works with the CCOF member and public outreach specialist to maintain a current list of chapter membership.
- v. Maintains chapter records and correspondence.
- vi. Coordinates chapter elections with the CCOF member and public outreach specialist.

d. Treasurer

- i. Manages the chapter bank account.
- ii. Monitors CCOF incentive payments.
- iii. Makes timely payment of chapter expenses.
- iv. Maintains accurate financial records.
- v. Provides regular updates on chapter finances.
- vi. Upon request, provides a quarterly treasurer report.
- vii. Submits annual reports to CCOF home office.

e. Board Representative

- i. Represents the chapter at quarterly CCOF, Inc. Board of Directors meetings
 1. Reads board packets.
 2. Participates in board discussions.



3. Authorized to cast a vote on CCOF, Inc. Board of Directors business.
 4. Provides board updates to chapter members.
 5. Facilitates opportunities for chapter members to voice concerns.
- ii. Sits on at least one CCOF, Inc. board committee.
 - iii. Proactively avoids actual or potential conflicts of interests between personal interests and those of CCOF.

II. **Terms of Office:**

a. **President, vice president, secretary, and treasurer:**

- i. Generally, chapter leaders hold two-year terms, which terminate when a successor is elected and qualified. However, chapters may adjust the terms of the president, vice president, secretary, and treasurer.

b. **Board representative:**

- i. Elected for two-year terms.

III. **Leadership Eligibility:**

- a. Leaders must be members in good standing with both the chapter and with CCOF when elected and throughout their term of office.
 - i. A member in “good standing” is a member who makes timely payments of fees, dues, and assessments to the chapter and to CCOF.
- b. Both voting and non-voting (supporting) members may serve as chapter leaders. However, non-voting (supporting) members cannot cast a vote in chapter leader elections or membership meetings.

IV. **Nominations:**

- a. Before a leadership term expires, the secretary gives written notice of open positions to all chapter members.
- b. The secretary must collect nominations for each leadership position.
- c. The chapter secretary may use discretion to keep the nomination period open for a reasonable time before assembling the ballot.

V. **The Election Process:**

- a. Elections held at a meeting:
 - i. Chapter meetings may be held with 10 days’ advanced notice of the members.



- ii. At the meeting, an election can be held if a quorum (10 percent of chapter membership) of members is present at the meeting.
 - iii. Proxy voting (voting on behalf of another member) is not allowed.
 - iv. An affirmative vote by a majority of members approves a candidate or issue.
- b. Elections held by written ballot:
 - i. Secretary works with CCOF member and public outreach specialist to assemble the ballots and to include necessary content, which includes:
 - 1. Nominee biographies: Ballots should include brief candidate biographies.
 - 2. Instructions:
 - 1. Explain the quorum requirement,
 - 2. State the percentage of approvals necessary to pass action,
 - 3. Specify the deadline to submit ballots, and
 - 4. Define voting membership.
- c. Distributing the ballot:
 - i. The secretary works with the CCOF member and public outreach specialist to assemble and distribute the election ballot.
 - ii. Ballots may be distributed electronically or by mail.
 - 1. If using an electronic process, paper versions should be mailed to members without internet access. These members should be given adequate time to return the ballot by mail.
 - iii. Ballots must be distributed to every voting membership.
 - 1. Each CCOF member identification number, e.g. each “client ID,” constitutes one voting membership. For every election, each member may cast one vote per voting membership.
- d. Counting the ballots:
 - i. The secretary or CCOF member and public outreach specialist must close the poll at the set time and count the votes. If a quorum is met, then votes are counted and election results are announced. If a quorum is not met, then the election is invalid and must be conducted again.

For further information, please contact CCOF Member & Public Outreach Specialist Adrian Fischer at afischer@ccof.org.