

CCARC Transition of Authority

1. **Purpose:** The purpose of this policy is to outline the steps for the election of new officers & directors and the steps and timing of the transition of authority.
2. **Background:** The election, Board Planning meeting (offsite) and annual Awards Banquet are key timing points in the transition of authority. In 2019, the CCARC Board moved the Board Planning meeting to January to give the new board incumbents time to get organized and decisions made on who is the incumbent in each of the director seats before the February Awards Banquet. This also allows the new leadership time to learn the organization, get organized and learn about the existing guidance and job position expectations.
3. **Timing of Transition events:**
 - a. Solicitation of candidates for Vice-President and three directors are due by December 15. Nominations received for club positions will be checked for up to date membership for position eligibility.
 - b. Nominated candidates should provide a biography and picture for promotional purposes by 15 Dec
 - c. December 31 is the end of the membership year.
 - d. For voting eligibility, members need to be dues current.
 - e. When in-person elections are conducted, new and renewal memberships can be received up to, and including, the annual membership meeting which is also Election Day.
 - f. When elections are conducted electronically, on the first week in January the election of new officers is held virtually via an electronic balloting process with ratification of the results at the annual membership meeting.
 - g. As soon as possible after the election, the new president will identify the day, time and location of the first meeting of new officers and board members to discuss the “how” of doing the club business under the new leadership. Included in this Planning Meeting is a review of the current By Laws, position descriptions, club policies and discuss the Leadership Task Matrix and other documents that govern the expectations of the club leadership for the ensuing year. The meeting allows the officers and directors to outline their prospects for the upcoming year. The activities or “what” will be done is to be covered in regular board meetings.
 - h. The Annual Awards Banquet is normally where the ‘passing of the gavel’ signifies that the incoming officers and directors are officially in position. Photos of both the outgoing and incoming leadership teams will be taken for promotional purposes.

Approved BY CCARC Board of Directors 4 January 2022