June 24, 2006

The Chicago Computer Society
Proposed Guidelines for
Regional Directors Election

In 2004, the Board of Directors made the decision to change the method of electing Regional Directors. This was in part due to the change from printing Hard-Copy to creating an electronic version known as eHard-Copy. This prevents the easy distribution of paper ballots formerly attached as a cover on Hard-Copy and requiring of the marked election ballots be mailed back. Since most of those member voting attend meetings, we will hold elections of Regional Directors at the September Computer Club (formerly Chapter) meetings by the membership under the direction of the meeting Coordinators.

During the month of August, all coordinators will announce that nominations for Region Director are open. Those wishing to nominate some one to be the Director can either: e-mail the nominee's name to the Executive Assistant at ccsadmin@bigfoot.com; or provide the meeting coordinator with the nominee's name and the coordinator will forward it to the Executive Assistant. The Executive Assistant will contact the nominees to see if they are willing to run for the office. Anyone nominated who is not a member in good standing and wishes to run for the office will have to submit their membership dues to the Treasurer by August 31st to be eligible.

Note: All Coordinators will inform their attendees that they must attend a Computer Club meeting in the month of September to participate in the election of the Regional Director.

During the month of September, all Computer Club coordinators will conduct elections for Regional Director. Coordinators will be informed by the Executive Assistant who the eligible nominees are for Director in the region their meeting is being held in after the close of nomination. Coordinators will determine the best time in their meeting in which to conduct the election.

Should there be **no** nominee for the position of Director; the coordinator need only submit a copy of the membership sign-in sheet to the Executive Assistant.

If the Computer Club, for any predictable valid reason, cannot hold their meeting in September, the seated Director should be notified so the election can be held in an appropriate SIG meeting in the region at the discretion of the Director. Notification must be sent to Computer Club attendees in good standing of the change of venue shortly after the decision not to hold the Club meeting is made. The coordinator must notify the Board of Directors as to the reason for canceling the monthly meeting in a timely manor before the scheduled Computer Club's normal meeting date. If the reason for canceling the Club meeting is due only to the Coordinator not being able to attend, the Director has the duty to run the general meeting and select an attendee to run the election process and submit the results and attendance list to the Executive Assistant and identify themselves as running the election.

For uncontested elections, the coordinator can say a unanimous vote for the nominee was cast and submit a copy of the membership sign-in sheet to the Executive Assistant certifying the election result.

For contested elections, the coordinator will inform the attendees that only members of the society in good standing are eligible to vote. In cases where there is more than one Computer Club in a region, the coordinator will inform the members that if they attend multiple meetings, they may vote only once in the election. The Executive assistance will supply a prototype ballot containing the names of the candidates, which the coordinators will reproduce in sufficient number to support the voting. If requested, he Executive assistance will also supply a list of members in good standing, residing within that region, that are eligible to vote. Each eligible member is to be given one ballot to mark the candidate of their choice. The members will then fold and place their ballot within the ballot receptacle provided. Upon completion of the voting the coordinator will forward the election ballots along with the membership sign-in sheet to the Executive Assistant.

Elections will be concluded by September 30th and at the October Board meeting, the Executive Assistant will report the election results for acceptance by the old Board. The meeting will then be adjourned and the new Board will convene to conduct normal business.

<u>Below are some ideas for some for the duties and responsibilities of a Director:</u>

To be a Director is to be a leader and communicator between the groups in the region, their coordinators and members, and with the Board of Directors.

Be available to attend a minimum of meetings (9) of the Board, per the By-Laws.

Attend most of the meetings in the region each year and convey to the coordinators and members what is happening at the Board and relay back problems, ideas or concerns of the members to the Board.

The Director will foster cooperation between the coordinators and see if he/she can get them to support all the meetings in the region and attend as many as possible in support of one an other.

The Director is responsible for conducting meetings when the normal Coordinator is unable to conduct the meeting.

Directors should be involved in the formation or dissolution of any groups in their region and provide the Board with the necessary paperwork for the Board approval.

Help coordinators needing hardware for meaningful presentations when possible.

Try to form regional committee meetings where all coordinators and interested members can attend to review what has occurred in the recent past meetings, what could be done to improve the meetings and planning on what will be done in future meetings for which all will participate in advertising in advance of the meetings to increase attendance of both existing members and outside the membership to draw in non-members to what we are doing. Computer Club Coordinators (formerly Chapter Coordinators) should conduct the meetings. The committee will determine when, where and how often to conduct these meetings and this should be established in advance with sufficient timing to announce the meeting to all existing group meetings before the committee meets. Such meetings should be conducted on a regular basis.

Work with all the Coordinators in the region to advertise meetings and help in finding and bringing into the society new members at all times. Encourage attending members at all meetings to bring a friend, family members, co-workers and others to meetings and encourage them to become members.

Directors must submit an e-mail report monthly not later than the Thursday before the monthly Board meeting. The report shall contain, but not limited to each of the following:

- Meeting name
- Date of meeting
- Coordinator name
- Number of attendance, visitors, new members signed up (separate counts and total)
- Speaker of main presentation
- Topic of presentation (try selling the topic to the other regions)
- Quality of presentation in general terms
- Someone you should know with photo (regional) submitted for publication in eHard-Copy
- Any unusual occurrence the Board should be made aware of
- Can the Board of Directors be of help? How?
- If you did not attend a specific meeting, your report should show "did not attend" and get the information from the Coordinator
- E-mail the report to ccsnewboard@yahoogroups.com

This information can be shared with the other regions for topics for meetings in their regions and solicit the speaker to do the presentation at their meetings. This propagates the support of all meetings of all the regions, thus the society as a whole.