

Job Description Elections Committee

The Prairie Club (Club) is a non-profit, volunteer organization founded in 1908. A critical element of the Club's success over its 100+ year history has been the willingness of its members to volunteer for the various officer, director and committee positions necessary to achieve the Club's operational success in a cost effective manner. The Prairie Club greatly appreciates the willingness of its members to serve in those various capacities and whose volunteer spirit makes The Prairie Club the club it is today.

Purpose of the Elections Committee

The Elections Committee is an ad hoc committee that operates only if there is a contested election for a member of the Board of Directors or a Prairie Club officer. The Nominating Committee is charged with the responsibility to prepare yearly a slate of officer and directors to present to the general membership for voting. The Board of Directors consists of 19 individuals. Officer positions include the President, First Vice-President, Second Vice-President, Secretary, Treasurer, the Camp Hazelhurst Vice-President (Camp Chair) and the Spring Grove Vice-President (Camp Chair) each elected for a two-year term. Four directors are elected each year for a three-year term. The purpose of the Elections Committee is to conduct a ballot election, if necessary, as set forth in the Prairie Club bylaws (Article VII, Section 3).

Committee Membership

- Each December the Elections Committee Chair is appointed by the Prairie Club Board of Directors
- In January of each year, the Elections Committee Chair submits names of committee members to the Board of Directors for approval
- The Elections Committee should be chaired by a member of the Prairie Club Board of Directors and should include at least two other Prairie Club members
- All members must have active membership status
- No member on the current slate may be on the Elections Committee.

Committee Procedures

In order to accomplish the elections process:

- If one or more positions set forth by the Nominating Committee are contested, prepare a brief statement setting forth information as to the identity and qualifications of each person nominated, and indicate by an asterisk (*) those named by the Nominating Committee
- On or before November 1 - mail copy of above statement and the election ballot to all voting Prairie Club members. The statement(s) need only address the contested elections
- November 15 (or next business day if November 15 falls on a Sunday or legal holiday)- deadline for ballots to be returned to the Prairie Club office

- November 16 (or next business day after the final day for receipt of ballots) - Elections Committee counts returned ballots at the Prairie Club office

- Notify the newly elected officers and directors
- Publish election results in the next issue of *Bulletin*

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