Greetings -

It is election time again for the WTS Maine Chapter!

This email is going out to our Chapter members distribution list to provide a summary of our election process and to serve as a Call for Nominations for the Officer positions serving our Chapter. The term "CORPORATION" refers to the Maine Chapter of WTS.

**BYLAWS ELECTION PROCESS:** The officers of the CORPORATION shall be elected by the members for a two-year term of office commencing January 1 through December 31. The election will be conducted by mail or electronic media in a manner determined by the Board of Directors. Any member in good standing with WTS and the CORPORATION shall be eligible to hold office. No member may hold more than one concurrent office. No officer shall be eligible to serve more than two consecutive terms in the same office. A board member filling a mid term vacancy may serve a maximum of two (2) terms consecutively in that position. Serving the mid term position constitutes one term, regardless of the length of service in that position.

**SUMMARY OF ELECTION PROCESS:** Many organizations have a succession ladder where persons filling officer positions generally work their way up to President (e.g., ASCE). WTS is not set up with this type of formal structure; however, at the same time, nothing precludes a current board member from advancing to higher-level roles. The WTS Maine Chapter is looking for the best candidate to fulfill the role of each officer position. The nominating committee will carefully review nominations and recommend one person on the ballot for each position, rather than have members compete against each other.

Per our Chapter Bylaws, Officers will be elected for a two (2)–year term commencing January 1 through December 31; voting can be conducted manually or through electronic media – we will be conducted electronically via email. All voting will be kept strictly confidential.

Our Chapter election process consists of:
1) call for nominations;
2) review of nominations / creation of ballot;
3) mailing of ballots / voting by members; and
4) tallying of ballots / announcement of new officers.

**NOMINATIONS COMMITTEE:** The WTS Maine Chapter has a 3-person committee that will review nominations and select one candidate for each position on the ballot. This committee will consist of committee chair (Kathy Kern), a board member, and a chapter member. If you're interested, please contact Kathy at kekern23@gmail.com.

**1) NOV 25 - DEC 2 CALL FOR NOMINATIONS:**
We are asking you to nominate either yourself or someone else who you think would be optimally suited to fill one or all of the officer roles listed at bottom of this email. Any member in good standing with WTS is eligible to hold office. Persons currently filling officer roles can nominate themselves or be nominated by others to continue in that position. Anyone nominated for role of President or Vice President must have at least one year of experience serving as a WTS Maine Chapter board member, which includes those who have served as Committee Chairs. Please send your nomination(s) to Kathy Kern @ kekern23@gmail.com by 5:00 PM, December 2, 2019.
2) DEC 2 - DEC 5  REVIEW OF NOMINATIONS / CREATION OF BALLOT:
The Nominations Committee will review all nominations received and will select one candidate for each Officer position. The Committee will create a ballot within the body of an email; for each Officer position, the name of the selected candidate will be listed along with a place for a write-in candidate.

3) DEC 6 - DEC 20  MAILING OF BALLOT / VOTING BY MEMBERS:
Ballots will be emailed out to all Chapter members on Friday, December 6, 2019. Members shall vote and return their ballots to Kathy Kern @ kekern23@gmail.com by 5:00 PM Friday, December 20, 2019.

4) DEC 20 - DEC 23  TALLying OF BALLOTS / ANNOUNCEMENT OF NEW OFFICERS:
Ballots will be tabulated and reviewed by the Nominations Committee. An email announcing our new Chapter Officers for 2020-2021 will go out to Chapter distribution on or before Tuesday, December 24, 2019.

OFFICER ROLES
PRESIDENT: The President shall be the chief executive officer of the CORPORATION and shall chair all meetings of the membership and the Board of Directors and shall have the power to appoint chairs of committees subject to the approval of the Board of Directors. The President may sign with the Secretary any deeds, mortgages, bonds, contracts, or other such documents with which the Board of Directors has authorized to be executed, except in such cases where the bylaws or statute has expressly delegated the authority to sign to some other officer of the CORPORATION. In general, the President shall perform all duties incident to the office of the President and such duties as may be assigned by the Board of Directors [requires at least one year of experience serving as a WTS Maine Chapter board member].

VICE PRESIDENT: The Vice President shall preside in the absence of the President or in the event the President is unable to or refuses to act. When so acting, the Vice-President shall have all powers of and be subject to all restrictions upon the President. The Vice-President shall perform such duties as may be assigned by the President or by the Board of Directors [requires at least one year of experience serving as a WTS Maine Chapter board member].

SECRETARY: The Secretary shall be the guardian of Corporate records. The Secretary is responsible for keeping the minutes of all the meetings of the members and the Board of Directors; for keeping a current register of the post office address of each member of the CORPORATION; for all official correspondence and notices of the chapter in accordance with the provisions of these bylaws; and other such duties as may be assigned by the President or by the Board of Directors.

TREASURER: The Treasurer shall be responsible and have charge and custody of all funds, securities, and contracts of the CORPORATION; receive and give receipts for money due and payable to the CORPORATION; deposit all such monies in the name of the CORPORATION as approved by the Board of Directors; prepare financial reports and an annual report as of the end of each year; and such other duties as may be assigned by the President or by the Board of Directors.