

**ASSOCIATION OF THE CLASS OF 1966
UNITED STATES NAVAL ACADEMY**

EXECUTIVE COMMITTEE PROCEDURAL GUIDELINES

- I. **Purpose:** The purpose of these Guidelines is to establish the process for the Executive Committee (EC) to carry out its responsibilities as provided in the most current, approved *Charter of the Association of the Class of 1966, United States Naval Academy*.
- II. **Acceptance and Amendments:** These Guidelines will be effective immediately upon approval of a simple majority of the membership of the EC. Amendments to these Guidelines may be introduced by any EC member via electronic or written means or at a scheduled meeting. Normal procedure will be to discuss and vote on amendments at an EC meeting following proper parliamentary procedure. In an emergency situation, or as determined by an electronic poll of the EC members, telephonic or email discussion and voting on an amendment may be accomplished. Any such approved amendments will be effective immediately.
- III. **Membership of the EC:** The membership shall be as prescribed in the Association Charter, Article IV.1.B.
- IV. **Quorum:** The EC cannot act upon any business brought before it unless a quorum of at least a majority of voting members is present. Participation by teleconference constitutes presence. One of the majority members must be an officer of the EC; the Chairman, Secretary, or Treasurer. A meeting may be held if one of the officers is not present and less than four members are present, but votes may not be taken in the conduct of business. Interested members of the Association are welcome to participate in discussions in any session of the EC, but will have no voting rights under Article III of these Guidelines.
- V. **Rules of Order:** All EC meetings will be conducted in a manner such that each member has a voice in discussions of issues to be decided. All measures will be moved, seconded, discussed, and voted upon, under the direction of the presiding officer, and under the conditions cited in Article IV of these Guidelines.
- VI. **Introduction of Business:** Business may be introduced to the EC for consideration and approval according to the Association Charter, or according to the rules of order in an EC meeting. Appropriate business may be brought before the EC by any member of the Association.
- VII. **Voting:** Business brought before the EC may be enacted when a majority of the voting members present, given a quorum of members as discussed in Article IV of these Guidelines, approve it.

- VIII. Voting by Proxy or Mail (electronic or other):** Voting by proxy or mail (electronic or otherwise) on business before the EC is permissible at the discretion of the Chairman of the EC. It is not necessary to have a formal meeting to vote on business. Email responses by members are acceptable when expediency is required, or the Chairman so directs.
- IX. Announcement of Scheduled Meetings:** The EC Chairman shall call meetings as necessary to conduct the business of the Association. Frequency will be based on the urgency or importance of the business to be decided or completed. The Chairman will provide as much notice as possible when a regular meeting is required. Notification can be by telephone, email, or other means.
- X. Announcement of Special Meetings:** Any member of the EC can suggest an urgent meeting. The Chairman, or in his absence the Secretary or Treasurer, will decide on the need for such a meeting. Such meetings can be conducted by teleconference, email, WebEx, or other means. The Secretary will record minutes of business conducted at such meetings as he would for any other regular meeting of the EC and distribute them to the members.
- XI. Business before the EC:** To ensure that all business is properly addressed, the Secretary will ensure that all old business and its status is reviewed at each scheduled meeting.
- XII. Financial Status of the Association:** The Treasurer will provide a financial status to the EC at each scheduled meeting, or if unable to attend, provide the information to the Chairman or presiding officer, prior to the meeting. In addition, he will provide an annual report, according to Article IV.3.B of the Association Charter, to the Secretary in January, for inclusion in *Shipmate*.
- XIII. Procedures for Election of Members to the EC:** As cited in Article IV.1.B of the Association Charter, the EC will conduct elections of membership. Election procedures are contained in the following paragraphs.
- A. Appointment of Nominating Committee:** Not later than February of the year in which a term will expire, the Chairman will appoint a chairman of the Nominating Committee and a member of the committee from among the members of the EC. The chairman of the Nominating Committee will poll the DC area Classmates for two additional volunteers to serve on the four-member committee. Only a member of the EC can be designated as chairman of the Nominating Committee. **At the discretion of the EC Chairman, the same Nominating Committee may stand for soliciting candidates for Association President.**
- B. Slate of Candidates:** The Nominating Committee will select a slate of candidates using the procedures that follow.

1. **Candidates for the EC:** The Nominating Committee will solicit candidates for the sitting membership of the EC; three officers and at least six members, but not more than eight (Association Charter Article IV.1.B). Sitting members will be given an option to stand for re-election. A list of nominations will be sent to the DC area Classmates via any combination of communication methods, with a date for close of nominations. At least one candidate will be nominated for each EC officer position and up to 10 for EC member positions. The Nominating Committee members must inform potential candidates of the responsibilities and the time and effort required of the positions on the EC, and all candidates accepted by the Nominating Committee must agree to serve actively during their tenure

 2. **Write-in Candidates:** The listing of candidates will provide for a write-in candidate for each officer, and one member. Should a write-in candidate be elected to the EC, the sitting EC Chairman will interview the new member to ensure the new member understands the responsibilities for being a sitting member and will commit to serving on the EC.
- C. **Executive Committee Approval:** The Nominating Committee will present its slate of candidates for review and approval to the EC at a scheduled meeting, not later than April 30 of the election year. The EC will review and approve a slate of candidates to ensure all candidates meet the criteria established and implied in the Association Charter. Should the EC, by two-thirds majority, vote to disapprove any candidate(s), for any office, the Nominating Committee and EC will jointly resolve the issue at the current meeting, or at a later meeting if required. Similarly, the slate of candidates will be approved by a two-thirds majority vote of members attending the meeting.
- D. **Distribution of Ballots:** After approval by the EC, the slate of candidates will be distributed to DC area Classmates by as many means as possible; email, posting to Class web site, and regular mail (only for those who have no known email address, but for whom a residence address is known). The ballots will be distributed no later than May 15 of the election year with a no later than response date for submission.
- E. **Ballot Tally:** The Secretary will tabulate the votes and provide them to the Chairman for validation by June 15. The Chairman will notify all candidates of their status by June 30.
- F. **Resolution of Tie Votes:** For resolution of tie votes, the sitting EC Members will resolve ties for any EC position(s).
- G. **Announcement of Election Results:** When the EC Chairman has approved the results, the Secretary will include them in the next *Shipmate* issue, and they will

be posted on the Class web site. In addition, broadcast email will be sent to all DC area Classmates.

XIV. Procedures for Election of Association President: The process described below will be used to elect the Association President.

- A. Solicitation of Nominees:** No later than the January/February issue of *Shipmate* in the election year, the Secretary shall announce the upcoming election and solicit nominees from the Class according to Association Charter Article V.1.a. A deadline for receipt of nominations will be provided.
- B. Appointment of a Nominating Committee:** The process described in item XIII.A of these guidelines will be followed.
- C. Slate of Candidates:** The slate of candidates will be composed from the nominees received from members of the Association and offered by the Nominating Committee. The Nominating Committee will consider all nominees submitted and conduct a personal interview with each nominee. Each nominee must be informed of the responsibilities associated with the office and be willing to fully perform the duties for the five-year term. Those persons selected as candidates by the Nominating Committee will submit a brief biographical sketch to be entered on the ballot. The Nominating Committee Chairman will compile the final slate of at least three duly nominated candidates and submit them to the EC for approval.
- D. Write-in Candidates:** Since the process of selecting candidates for Association President requires an extensive interview process to ensure commitment of the candidate, no write-in votes will be provided on the ballot.
- E. EC Approval:** The process will be as described in XIII.C.
- F. Ballots:** Ballots will be distributed as described in XIII.D, except that the distribution will be to the entire Association membership and include biographies of the candidates.
- G. Ballot Tally:** The ballots will be processed as described in XIII.E.
- H. Tie Vote:** In the case of a tie vote between leading candidates, the incumbent President and standing EC will resolve the issue as they deem appropriate.
- I. Announcement of Election Results:** The reporting of election results will be accomplished as outlined in XIII.G, except that the broadcast email will be to those Association members having known email addresses.

- XV. Vacancy or Removal from Association or EC Office:** The following process will be used regarding a vacancy in the Association Presidency or the EC, or removal of an incumbent Association President or EC Officer or Member.
- A. Vacancy:** Vacancies shall be addressed according to the Association Charter, Article IV.5. A majority vote of members present will carry any proposed action.
- B. Removal from Association or EC Office:** Removal of a Classmate from Association or EC office is a serious undertaking and should be regarded as a last measure. The President or any officer or member of the EC may bring a motion for removal from Association or EC office, as appropriate, before the EC. Prior to bringing such motion before the EC, the following steps must be taken. First some evidence of lack of participation, misconduct, or other action by an EC member, not in keeping with the Charter of the Association or not consistent with good order or integrity or comradeship of the Association must be documented. Second, the party in question will be approached by the EC Chairman (or Secretary, if appropriate) to discuss the situation in order to reach a conciliation, which will include the opportunity to present his case before the EC at a scheduled meeting. Third, the Chairman (or Secretary, if appropriate) will report the results of his communication with the party in question to the President (as appropriate) and EC at a scheduled meeting and recommend a course of action. After hearing the Chairman's (or Secretary's, as appropriate) report and, if opted by the party in question, hearing his personal account, a three-fourths vote by the remaining EC Officers and members (including the Association President, if appropriate) in favor of removal must be obtained to remove the party in question.
- XVI. Use of Association Funds:** Association funds shall only be authorized to further the spirit of comradeship among its members, and for benevolent, educational, or charitable purposes of the Association. Association funds may also be used as startup funds, on a fully-recoverable basis, for an Association event, such as a Class reunion, and the like. These start-up funds may only be approved by a two-thirds majority vote of the EC and the approval of the Association President.
- XVII. Conflict with the Association Charter:** Nothing in these Guidelines is intended to conflict with the Association Charter. However, should such a conflict arise, the Charter shall take precedence.