

Duties of Secretary and Election of Officers (from SSAN By Laws)

Duties of Secretary

1. As a member of the SSAN Executive Committee work along support staff to prepare meeting agendas.
2. Perform all duties of Vice Chair in their absence.
3. Takes roll call to establish quorum.
4. Works with support staff to prepare and distribute minutes of meetings.
5. Keep track of motions, votes and actions at meetings.
6. Act as parliamentarian.

Requirements of Chair, Vice-Chair and Secretary

1. Attends SSAN meetings regularly.
2. Serve as a mentor for new members
3. Know SSAN By-Laws and meeting procedures.

Election of Officers

The SSAN will nominate and vote for their officers. Members cannot nominate themselves but must be nominated by another member and seconded by another member and the nominee has the right to refuse the nomination.

Nominations will be made on day 1 of the meeting, speeches and elections will be done on Day 2 of the meeting. The results of the elections will take effect that day.

Speeches with a five minute time limit will be allowed but if there are 10 or more candidates for all offices combined the SSAN members may vote to reduce the time limit.

The nominated member receiving the most votes will hold the office for a term of two (2) years. An officer is limited to serving only one (1) time in the same office consecutively but may run for that office after sitting out for one term.

The chair does not vote in elections unless there is a tie and then the chair will break the tie unless the chair is running for that office. Then, we will have a run-off election without speeches between the top two candidates.