

SEAC Nominating Sub-Committee  
April 27, 2022  
Via Zoom

The Nominating Sub-Committee consisting of Susan Williams, Mildred Goolsby, (Matthew Moynihan volunteered to participate but did not attend) and Charlene Christopher met on April 27, 2022, via Zoom to develop a slate of SEAC Officers for the 2022-2023 school year.

The Sub-Committee reviewed the Bylaws and based on them will propose the following members for Office.

**ARTICLE IV. OFFICERS**

**Section 1. Personnel.** The Officers of the SEAC shall consist of a Chairperson, a Vice Chairperson, and a Secretary who shall serve for one (1) year. The Officers shall also be two (2) Co-Chairs, two (2) Co-Vice Chairs, and/or two (2) Co-Secretaries as the need arises.

**Section 2. Nomination.** A Nominating Subcommittee consisting of members appointed by the Chairperson will present a slate of Officers for presentation to the membership at the next to last general meeting of the school year.

- a. The Nominating Subcommittee shall present a slate of one candidate for each office position to be filled.
- b. The slate shall be sent to the membership at least ten days prior to the election.
- c. Independent nominations with the consent of the nominee may be made from the floor by a voting member at the meeting in which the election takes place.

**Section 3. Election and Term of Office.** The election by ballot shall occur at the last regularly scheduled meeting of the school year.

- a. Provided that when there is only one nominee for an officer position, the election may be conducted by voice vote or show of hands.
- b. When there is more than one candidate for a single officer position, the election shall be by ballot voting during which members are instructed to indicate the name of the candidate of their choice on their ballots. In the case of elections as part of a virtual meeting, members shall indicate their confidential vote for nominees in private/direct messages to the Senior Director of Learning Support or the designated NPS Consultant Non-Voting Member.
- c. Officers shall be elected by ballot for a term of one (1) year.
- d. Officers shall assume their duties at the beginning of the administrative year, July 1.
- e. A member may not occupy the same office for more than two (2) consecutive years unless there are no other members willing to be nominated or to serve.

**Section 4. Duties.** The powers and duties of the Officers shall be as follows:

- a. The Chairperson shall be the executive officer of the Committee and shall preside at meetings. The Chair shall develop and forward the meeting agenda to the membership no later than five (5) business days prior to the meeting. With the approval of the Committee, the Chair shall create subcommittees not otherwise provided for and shall assign their duties. The Chairperson shall be Ex-Officio on all subcommittees.
- b. The Vice-Chairperson shall assume duties of the Chairperson in the Chairperson's absence. The Vice-Chair shall assist the Chair in developing the agenda for all meetings and assist by taking over any administrative work assigned, including the correspondence.
- c. The Secretary shall take attendance, keep the minutes of all meetings, and shall send copies of the draft minutes to each member no later than five (5) business days prior to the following meeting.

**Section 5. Officer Vacancies.** Vacancies among the officers will be filled from the membership and elected by a majority vote of members present.

Proposed Slate

**Chair** – Dr. Nicole Anthony

**Vice-Chair**- Susan Williams

**Secretary** – Diane Outlaw

Respectfully,

*Charlene Christopher*

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