

**National Organic Standards Board
Policy Development Committee**

**Recommendation for amendments and additions to the NOSB Board Policy Manual
Election of NOSB Officers**

September 18, 2008

Recommendation

The following recommendation amends the section called Election of Officers of the NOSB Policy and Procedures Manual (page 13-14). The intent of these updates is to clarify the process of the election of NOSB officers.

Proposed new language is presented in blue text while deletions are indicated in strikethrough.

OFFICER RESPONSIBILITIES

Three principal officers – Chair, Vice Chair and Secretary – guide the Board. Chair
The Chair is responsible to assure the integrity of the Board process, including effectiveness of meetings and the board’s adherence to its own rules. The Chair shall:

- Schedule meetings of the Board and the Executive Committee;
- Draft meeting agendas in consultation with committee chairs and NOP staff;
- Convene and preside at meetings;
- Review committee work plans; and
- Review meeting minutes for accuracy, and
- Assist with the annual election of NOSB officers.

Vice Chair

The Vice Chair shall act in the absence of the Chair. The Vice Chair shall also be responsible for maintenance and upkeep of the Policy and Procedures Manual.

Secretary

The Secretary is responsible for the integrity of all legal and governing documents of the Board. It is the Secretary’s responsibility to:

- Record and maintain the official Board proceedings;
- Circulate draft minutes for approval of the Board;
- Ensure that minutes of Board actions are available to members of the public; and
- Transfer custody of the Board minutes to the Secretary’s successor, and
- Assist with the annual election of NOSB officers.

ELECTION OF SECTION III

ELECTION OF OFFICERS

~~Officers shall be elected for terms of one year by majority vote at the annual fall meeting of the Board. Candidates may be self-nominated or nominated by another member of the Board. Should an officer resign or fail to serve the full term, the Executive Committee shall appoint an interim officer. The interim officer shall serve in the capacity until the next regularly scheduled meeting of the Board, during which an election will be held to fill the remainder of the term.~~

A. NOMINATION

- All interested NOSB members are eligible for consideration for any officer position.
- Candidates may be self-nominated or nominated by another member of the Board.
- Should the Vice Chair or Secretary resign or fail to serve the full term, the Executive Committee shall appoint an interim officer.
- The interim officer shall serve in the capacity until the next regularly scheduled meeting of the Board, during which an election will be held to fill the remainder of the term.
- Members interested in serving more than one consecutive term in an officer position can if the Board is in favor, however it is recommended that an officer not serve for more than two consecutive terms.

B. VOTING SCHEDULE

- Officers shall be elected for terms of one year by majority vote at the annual fall meeting of the Board.
- Newly appointed officers will resume their positions after the fall Board meeting pursuant to the election.
- Acting Board officers will assist the new officers to transition into their new role.

C. ELIGIBILITY TO VOTE

- Only NOSB Board Members present are eligible to vote for nominated officers.
- Absent NOSB members will not be eligible to vote.
- Board members shall be entitled to cast one vote per nomination.

D. COUNTING OF VOTES

- Voting will be by ballot immediately following nominations for each office.
- Ballots for officers will be cast in the following order:
 1. Chair
 2. Vice-Chair
 3. Secretary
- The ballots will be counted for one office and the acting Chair will announce the tally before the next office is opened for nominations
- The acting Secretary will prepare and distribute the ballots and will gather the votes by secret ballot.
- The acting Chair will tally the votes after each officer nomination and the acting Secretary will verify the vote results.
- The candidate receiving the largest number of votes will be elected.
- In the event of a tie there will be a revote until a nominee obtains majority. All nominees will be included in the revote and the NOP Executive Director may be given the opportunity to vote to break the tie.
- Member vote counts will remain confidential. Other NOSB members will not be allowed to determine how the members voted.
- Votes will be disposed of by the Chair or Secretary.
- The acting Secretary will record newly elected officers into the NOSB Meeting Summary of Minutes.

Committee vote: Moved: Barry Flamm Second: Bea James Yes: 4 No: 0 Absent: 0