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CIOCNS 2024 Board Member Nomination Form

I am interested in submitting my nomination for the following 2024 CIOCNS Board member appointment.

or

I would like to nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the following CIOCNS Board member appointment.

President-Elect

Secretary

Board of Director

Name and Credentials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why I or my nominee would be a good candidate for the position listed above:

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Board Appointment CIOCNS By-Law Descriptions**

**President-Elect**

The President Elect serves for one year or until a successor is elected. The President-Elect shall automatically become President at the end of the term as President-Elect. In the event of a resignation or removal from office, a successor shall be appointed by the Board of Directors to serve until moving into the office of president. The President Elect collaborates with the President to learn the role of the President, to become familiar with the programs of the affiliate and its governance and to develop and facilitate officer transition. The President Elect assists and supports the President as needed and plans for the Presidential year. The president elect shall perform duties as directed by the president.

**Secretary**

The secretary will serve for one year. In the event of a resignation or removal from office, a successor shall be appointed by the Board of Directors to serve. The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other requirements of the Board of Directors, and performs other duties as the need arises and/or as defined in the bylaws.

**Board Directors**

In addition to elected officers, there shall be 2 Directors. They will serve two-year terms and one director will be elected each year. In the event of a resignation or inability to fulfill the duties of the position, a successor shall be appointed by the Board of Directors to serve the remainder of the term. It shall be the duty of the directors to participate on the Board, to serve as liaisons to committees, and other duties as assigned.