

# ***Vienna Youth Soccer, Incorporated***

## **Procedures for Election of Directors**

The following shall be the procedures for conducting director and officer elections pursuant to the governing documents of Vienna Youth Soccer, Incorporated (“VYS”) and the Virginia Nonstock Corporation Act.

### **Nominations**

Election of officers and directors of VYS shall take place at the annual membership meeting in June or at a special meeting of the members called for the purpose of elections. Prior to the annual or special meeting, the Nominating Committee shall report its slate of nominees to the Administrator. The Administrator shall ensure the Nominating Committee’s slate is included in the notice of the annual or special meeting given to members at least ten (10) days and no more than thirty (30) days before the meeting.

After receiving the slate, any member may nominate a person in writing, which may be transmitted by email, to fill any of the officer or director positions to be elected at the meeting. Nominations must be directed to the Administrator and received at least twenty-four (24) hours before the meeting.

The Administrator or his or her designee shall confirm with each nominee included on the Nominating Committee’s slate or nominated by a member that he or she consents to his or her nomination. [*Note that Virginia law provides that no individual shall be named or elected as a director without his or her consent. See VA Code 13.1-855*]

### **Meeting Procedures**

At the annual or special meeting, the President, or other presiding officer, shall determine that a quorum of members is present. If a quorum is not present, the meeting shall be adjourned. If it is determined that a quorum is present, the election process shall begin.

During the election process, the presiding officer shall first solicit nominations from the floor for any position for which no nominations have been made by the Nominating Committee or by a member twenty-four (24) hours in advance of the meeting. Any candidate nominated from the floor must be present in order to consent to his or her nomination.

The presiding officer will then introduce the slate provided by the Nominating Committee as well as all other nominations made pursuant to the above procedure. Nominees, other than candidates nominated from the floor, need not be present at the meeting. Candidates nominated from the floor may make a brief statement which shall be no more than three (3) minutes in length.

## **Voting**

Following the introduction of nominees, voting shall be conducted via written ballot. Each member in good standing at the time of the meeting shall be provided with a written ballot. The written ballot shall contain list nominees for the eight (8) ex-officio director positions as well as the up to seven (7) at-large director positions. Each member shall be asked to select one nominee for each of the eight (8) ex-officio director positions as well as nominees for the at-large director positions equal to the number of at-large directors. All written ballots shall be collected by the Administrator or his or her designee at the meeting and kept confidential.

## **Tabulation and Confirmation of Directors**

Written ballots shall be tabulated by the Administrator and his or her designee(s). No person participating in the tabulation of votes shall be a nominee. VYS may engage a third party to supervise and verify the tabulation, such as an outside counsel. Each nominee receiving the highest percentage of votes for each ex-officio director position as well as the number of nominees equal to the number of open at-large director positions receiving the highest vote shall be presented as the final slate of directors.

*Adopted by the Board of Directors – June 2, 2014*