

CAPA EC Nomination/Election Guidelines

Passed by CAPA EC officers on October 21, 2006.

The processes are designed to supplement the CAPA bylaws as a general guideline; it is not intended to be or should not be interpreted as a replacement of any sections in the bylaws.

If any item listed here is, or potentially can be interpreted to be, in contradiction with the bylaws, the bylaws should overwrite the guideline. The guideline can be modified in the future to make it more complete.

1. Minimum requirements for an EC officer (including the leadership team members)

- a. Defend CAPA's reputation and never do anything to undermine CAPA's reputation for personal benefit.
- b. Attend at least half of EC meeting during one-year term (A total of 4 meetings are the minimum required by CAPA bylaws).
- c. Chair or co-chair at least one major event, and participate most of CAPA activities.
- d. Have the responsibility of helping raising fund to support CAPA's activities.
- e. Promote CAPA 's growth and bring new members to the organization.
- f. CAPA treasurer should serve his/her term each year until CAPA tax-return is filed (no later than April 15)

2. Leadership team (president, vice-president, treasurer) nomination process

- a. Current president conducts a confidence confirmation vote among all EC officers in October (either through email or meeting) for the current vice president, who will be implicitly the candidate for next CAPA president. If the majority (more than half) EC officers vote against the vice president, then the president should hold an open EC meeting to determine alternative candidate for the next president soon after the vote.
- b. The current vice president, if confirmed through EC voting, will become the president-elect. He/she should then, after consultation with the president (and other EC officers if he/she thinks it necessary), nominate the vice president-elect and treasurer-elect in November but no later than December 15.
- c. Current president should submit the new leadership team nominations to BOD for review in late December.

- d. The new leadership team is responsible for setting up a new EC team. It should decide the EC position list and nominate the existing EC officers for suitable positions and then identify any vacancies which need to be filled by members outside the existing EC.

3. Nomination of new EC officer candidate for filling open position(s)

- a. Qualifications:
 - i. Active CAPA membership (prior to October, date is set as such that annual membership due is received by CAPA treasurer).
 - ii. Residence in Houston for at least two third of the time during one-year term.
 - iii. Leadership skills that have been demonstrated by previous experience in community services.
 - iv. Meet the minimum requirements for an EC officer (see below)
- b. Nomination process:
 - i. If vacancy for specific position(s) is identified by the new leadership team, CAPA will send out an announcement in October to general members to solicit interest for the open positions.
 - ii. Members who are interested in the position(s) should apply online and submit the application form. The deadline to submit the EC application form is Nov. 1.
 - iii. Existing EC officers hold meeting to discuss candidates before middle December. Although all new EC candidates are nominated collectively, in principle, by existing EC officers, the new leadership team has the authority to decide the final candidates for the new EC team.
 - iv. Rejections of candidacies will be notified in writing.

4. Election of the new EC team

- a. All EC officer candidates (new and continuing) nominated by existing EC and the new leadership team nominated by the president-elect and endorsed by CAPA BOD will be submitted to the general annual meeting for vote in January.
- b. Based on CAPA bylaws, general members may also nominate eligible alternative candidates for both the leadership team and other officers during the annual meeting; however, any new nomination(s) must be in competition with a specific position(s) to be filled by a candidate(s) nominated by existing EC.