**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**PRESIDENT-ELECT**

As President-Elect, you have had an exciting journey to reach this place. This year you will make preparations to lead the Colorado State Council (CSC) next year and give much of yourself to the President and the membership. You will serve as Chairman of the Guideline Committee and serve on the Membership Team, Minutes Review Committee, and Nominating Committee. You will encourage members to seek a CSC Office as there are many untapped resources among the membership. You will assist the President and if necessary, act as the presiding officer in their absence. You will also fulfill duties of both the Executive and General Boards.

I. Refer to CSC Constitution, Bylaws, and Standing Rules for all duties, **please read the** **complete document**.

II. President-Elect shall:

1. Act as an assistant to the President and in their absence, you shall be the presiding Officer of the CSC.

B. Serve as Chairman of the Guideline Committee, appointed every even year.

C. Continue to serve on the Membership Team. As past Chairman of the Membership Team, confer with the new Chairman to coordinate the membership program.

D. Serve on the Minutes Review Committee, providing any corrections to the chairman for consideration.

E. Serve a Chairman of Nominating Committee, appointed by the President:

1. The Committee will serve until the CSC Ballot is complete.

2. Seek nominations of qualified members for CSC office.

3. Receive candidate’s completed nomination form postmarked by February 15.

4. Confer with the Nominating Committee to complete the ballot.

5. Send the report of the Nominating Committee to the President.

6. Prepare bio for each candidate with their qualifications for the Nominating Committee, President, Recording Secretary, Web Team and the *Golden Lamp.*

7. Read qualifications of candidates at CSC Spring meeting.

8. Plan candidate’s activities at CSC Convention. Display photo of each candidate.

F. Conduct Election of Officers:

1. Prepare ballots, if there is opposition, with all names approved by the Nominating Committee. There shall be a place for a write-in candidate for each position, with the exception of Corresponding Secretary. If there is no opposition, the election shall be decided by acclamation or by unanimous consent.

a. Each ballot will have number of votes due each chapter or council, validating that the correct number of votes are cast.

b. Voting qualifications are found in the By-Laws.

c. Treasurer has a record of chapters and councils in good standing.

2. Prepare instructions for balloting.

3. Give the delegates the official ballot for the CSC election and instructions for voting at the time of registration. This is the only ballot chapters or councils will receive; it is their responsibility to keep the ballot secure.

4. Prepare a ballot box to have ballots placed into at the close of the First General Assembly of the CSC Convention.

5. Prepare instructions for Tellers. They have been appointed by the President.

6. Closet Tellers for tallying of ballots. You may be present or elect to wait outside the Tellers room. You will take the results of the balloting to the President. Results will not be disclosed until the announcement party.

7. Report the official results of the Election of Officers at the Second General Assembly of the CSC Convention; only winners are announced. Tally results of the votes shall be available to members who may seek the count.

G. IC Credentials:

1. A preliminary credentials report will be received at the National Leadership Conference sponsored by ESA Headquarters in February.

1. Prior to IC, you will receive an IC Credentials Report for Colorado, Procedures for Credentials, and Roll Call instructions.
2. At IC, Credentials and Roll Call are taken before the State President’s Workshop.

III. Monthly list of responsibilities:

A. **July:** Make an effort to attend IC Convention.

1. Purchase a gift and card for incoming Colorado State President to present at IC Convention. If unable to attend, appoint someone to present them during Convention. Cost is split by members attending Convention.

B. **August:**

1. Make an effort to attend Rocky Mountain Regional Council (RMRC) Roundup.

2. Prepare for Fall CSC Meeting.

3. Forward CSC Nomination Form to the *Golden Lamp* Editor.

C. **September:**

1. Attend the Fall CSC Meeting and assist the President.

2. Remind individuals, chapters and councils to pay IC dues.

3. Encourage members to run for CSC offices. Remind members the Nomination Form is available on the CO website and in the *Golden Lamp*.

1. Select your Corresponding Secretary; they will be your right hand and play an important role for a successful year. They must complete a nomination form.

D. **October-November:**

1. Continue encouragement for nominations for officers.
2. Make a decision on your theme for next year.
3. Design and order your President’s charm. Get information for ordering from Past President.
4. Contact the Treasurer for registration payment for the National Leadership Conference sponsored by ESA Headquarters held in February. Register with ESA Headquarters to attend the conference.

E. **December:**

1. Send written communication to current elected and appointed officers encouraging them to run for an office.

2. Prepare article for the *Golden Lamp.*  Remind members the nomination form is on the CO website.

3. Contact the Nominating Committee to help with suggestions or to contact potential candidates.

4. The Treasurer will provide a list of chapters in good standing. The information is needed to determine whether a member is eligible as a candidate for an office and for voting purposes.

1. **January:**
2. Decide who you would like to conduct your installation. The IC Representative is always willing (some years we may not have an IC Representative present at convention); if you choose someone else, have them assist. You will meet the IC representative at the National Leadership Conference sponsored by ESA Headquarters in February. It is your installation and you may do your own thing, remember the traditions of the CSC in your planning.
3. Contact potential candidates asking them to send in a nomination form for a CSC office.
4. Order your State President’s Gavel pin from Merchandise. Often times your chapter purchases the pin as a gift.
5. Do a follow-up to potential candidates; you will want your slate filled before you attend Leadership.
6. Keep in contact with your Nominating Committee; they can be a valued asset.
7. Plan to join the President on the site visit to the Convention City. You will want to view the meeting room for voting, tallying votes, candidate’s skits, installation, etc.
8. **February:**
9. Nomination Form:
	* + 1. February 15 is the deadline for the Nomination Form along with a photo for display at the CSC Convention and for the CSC Website.
			2. Each candidate should give both a first and second choice of office.
			3. If the slate is over-balanced, you and the Nominating Committee will have the power to notify a candidate they have been placed in a second choice.
			4. After receipt of all nomination forms, make sufficient copies to send each member of the committee. Ask them to review the forms and approve the same by initialing the form or prepare a sample ballot and returning to you prior to the Spring CSC meeting.
			5. As a courtesy, send an approved copy to the President.
10. Attend the National Leadership Conference sponsored by ESA Headquarters. The Vice President will also be attending, if funds are available. They will concentrate on the membership aspect, to lead the CSC in membership growth. Plan to have an exciting, stimulating and wonderful time!
11. Request in writing the Lamplighters be your Honor Guard for your installation; this is sent to the Lamplighter President.
12. Begin preparation for the candidates. Notify candidates that they will be presented at the Spring CSC Meeting. Compile a list of instructions; campaign information; skits, etc. for the Friday night Mixer; make sure the candidates are aware of all activities they will be expected to take part in during the CSC Convention; special dress for the installation and their escorts. Provide the instructions at the Spring CSC Meeting.
13. Appointed officers:
	* + 1. Candidates who are not elected should be offered an appointed office; you may need others to fill all positions. You may have special individuals you wish to serve with you.
			2. The Educational/Workshop Director is a position that you will work with them to carry out your ideas for workshops.
			3. Some officers have special qualifications; i.e., ESA Foundation Counselor must be a member of the ESA Foundation and have internet access.

H. **March:**

1. Plan to give a report of the National Leadership Conference at the Spring CSC Meeting.
2. Candidates:
	1. Write a bio with each nominee’s qualifications to be to be read at the Spring CSC meeting and given to the Nominating Committee members, President, Recording Secretary, Web Team, andthe *Golden Lamp.*
	2. Present candidates at the CSC Spring meeting. Read their qualifications to the assembly at this time. This is the ONLY time the qualifications are read to the membership. IT WILL NOT BE NECESSARY TO READ THE QUALIFICATIONS AT THE CSC CONVENTION.
	3. Meet with the candidates at the Spring CSC Meeting. Give them all the instructions and any information needed for CSC Convention regarding campaigning, election, announcement party, installation, etc.
3. Officer Change Forms: Remind chapter and council presidents to complete the form and return as soon as possible; establish a date such as June 15. The form is on the CSC Website.
4. Consult with the officers about a gift for the President from the Board presented at the Second General Assembly of the CSC Convention. For gift ideas confer with the Corresponding Secretary. Note: This includes both the Junior and Senior Past Presidents; it does not include the Lamplighter President and Webmaster.
5. Advisors: Request the list of Lamplighter advisors for all elected and appointed offices from the Lamplighter President after the Spring Board meeting.
6. IC Convention: Present IC Convention information and ask members who plan to attend.

**I. April:**

1. Candidates: Have all the plans for all activities in which candidates will take part during the CSC Convention completed. Let both the President and local Convention Chairman know of any special requests.
2. Ballots:
	* 1. Prepare ballots, tally sheets and instructions for chapter and council delegates on voting for officers.
		2. Prepare a ballot box for delegates to deposit ballots.
		3. Prepare ballot result sheet.
3. Installation: Finalize plans for your installation.
	* 1. Be sure you have contacted all persons who will be involved in the ceremony. Things you may wish to use: a theme banner, hand-carries, music, honor guard, escorts, flowers, etc., it is your night, do your thing!!!
		2. If you plan to have guests at your installation, contact the Convention City Chairman with the number of reservations required.
		3. Write your acceptance speech, discuss with President when you would like to present it to the membership. It is given either at Installation Saturday night or the Second General Assembly.
4. Fall Leadership/Workshop:
	* 1. Decide a place and date for the Fall Leadership/Workshop.
		2. Your Corresponding Secretary may help with the arrangements.
		3. The CSC Educational Fund provides funds for speakers during the year. The funds available each year are approximately $300. This should help with your planning. Consult with your appointed Educational/Workshop Director with your ideas for Leadership and Convention Workshops.

J. **May:** CSC Convention tasks:

* 1. Coordinate with your Corresponding Secretary to collect the Officer Change Forms for chapters and councils. This information is needed for the Yearbook.
	2. Take notes of business to be carried over at Fall CSC meeting; solicit the help of your Corresponding Secretary.
	3. Official Ballot:
		1. Distribute to the Delegates during Convention registration Friday for the CSC election; give the Election Procedures and Balloting. If there is no opposition, the election shall be decided by acclamation or by unanimous consent; a ballot will not be required.
		2. Encourage Delegates to attend the “Delegate and Presidents Workshop”.
	4. Friday Night Mixer:
		1. Present the Candidates with a skit, etc.
		2. After the Mixer, hold an IC Convention Goer’s meeting.
	5. First General Assembly:
		1. Present the instructions for balloting for election of officers.
		2. Present the candidates. Qualifications are not read; these were read at the Spring CSC Meeting.
		3. President will call for nominations from the floor. If nominations are made from the floor, President-Elect must be notified two weeks in advance of State Convention.
		4. Collect the ballots from the Delegates at the close of the Assembly.
	6. Tellers:
		1. Closet the tellers to tally the ballots.
		2. Provide the tellers the instructions for tallying of the ballots.
		3. Give results to the President; recommend the tellers place the results sheet in a sealed envelope.
		4. Results are disclosed at the President’s Announcement party.
		5. The official announcement is made at the Second General Assembly on Sunday.
	7. Announcement Party: Immediately following the Awards Luncheon.
	8. Rehearsal: Immediately following the announcement party. Be sure everyone involved has their escort
	9. in attendance. Have a wonderful evening!

9. **Congratulations!! As the newly installed incoming President,** the following tasks will be accomplishedSunday Morning:

a. Officer’s Meeting:

1. Meet with your Elected and Appointed officers prior to the Celebration of Life. This is your meeting. You may want it to be structured.

2. Invite the Lamplighters to attend.

3. Make introductions; there may be new faces on the Board.

4. Give them your goals for the year.

5. Have the officers exchange files, etc.

6. Provide all officers, committee chairs, and Lamplighters an initial list of officers, committees, Chapter In-Service Assignments, Lamplighter Advisors, individual Office Guidelines, and Officer and In-Service Guidelines.

7. **Encourage** the officers to communicate with their Lamplighter Advisor and In-Service Chapters.

8. Advise the date for your Planning Meeting.

b. Second General Assembly:

1. Introduce your Elected and Appointed officers.

2. Give Acceptance Speech, if you did not at the Saturday night banquet.

3. Present a gift to the retiring President from the officers.

4. Raise your gavel guard.

5. Accept the gavel on behalf of the CSC membership.

6. Announce that pins/charms are available for sale.

7. Present information for Fall CSC meeting with registration; provide to the Web Team and the *Golden Lamp.*

1. Have a Superb year!!!

IV. Reporting

A. **Contact your Lamplighter Advisor and the previous officer.**

B. Prepare two copies of your report for all State meetings; one copy for the Recording Secretary and one copy for your files.

C. Prepare articles for the *Golden Lamp,* as needed, per schedule.

D. Write chapter in-service letters.

E. Make recommendations to pass on to your successor.