

**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**PRESIDENT-ELECT/MEMBERSHIP COORDINATOR**

As President-Elect/Membership Coordinator, you:

* Make preparations to lead the Colorado State Council (CSC) the following year.
* Fulfill duties of both the Executive and General Boards.

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

II. President-Elect/Membership Coordinator shall:

1. Assist the President, and if necessary, serve as the presiding officer in the absence of the President.
2. Serve as the Membership Coordinator, conferring with the Membership Team and develop a membership building program and distribute membership information.
	1. Inform membership of newly chartered chapter(s).
	2. Encourage chapters to send “Love Dollars” to newly chartered chapter(s). Recommend $1 per member from each established chapter.
3. Serve on the Minutes Review Committee.
4. Serve as Chairman of the Nominating Committee, appointed by the President. Report the official results of the election of officers at State Convention. Refer to Nominating Committee Guidelines.
5. Serve on the Guideline Committee.
6. Present the Leadership Workshop at State Convention utilizing materials received at the National Leadership Conference sponsored by ESA Headquarters.

III. CSC Convention Membership Awards: See CO State Council Awards Guidelines.

A. Send award winners to Past President/Awards Chairman by May 1 for:

1. Chapters with growth: 1st, 2nd, and 3rd place.

2. Individuals sponsoring new members: 1st, 2nd, and 3rd place.

3. New members and ELAN members.

4. Sponsors of new chapters.

B. Present awards at State Convention.

IV. Election of Officers at State Convention:

1. Voting qualifications are in the Bylaws.
2. The Treasurer/Disaster Fund Chairman has a record of chapters and councils in good standing.

C. If there is no opposition, the election shall be decided by acclamation or by unanimous consent.

D. If there is opposition:

1. Prepare ballots, with all candidates approved by the Nominating Committee:

a. There shall be a place for write-in candidates for each position.

b. Each ballot shall have the number of votes due each chapter or council to validate the correct number of votes are cast.

2. Follow the instructions in the Balloting for Election of Officers Guidelines.

a. At the time of registration, give the delegates the official ballot for the CSC election and instructions for voting.

b. This is the only ballot chapters or councils will receive; it is their responsibility to keep the ballot secure.

3. Prepare a ballot box for ballots to be placed in at the close of the First General Assembly.

4. Follow the Teller Instruction Guidelines for Tellers. They have been appointed by the President.

E. Report the official result of the Election of Officers at the Second General Assembly.

V. IC Credentials at International Convention (IC):

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

B Prior to IC, you will receive an IC Credentials Report for Colorado, Procedures for Credentials, and Roll Call instructions.

C. At IC, attend the State/Regional Presidents' Credentials and Workshop where the Credentials and Roll Call are given.

D. Note: The Credentials Report from International Council may not agree with the CSC Treasurer’s Report. Chapters remain on the report as long as a Life Active Member is still on Hq roles.

VI. Monthly list of responsibilities:

A. **July:** Attend IC Convention.

1. Purchase a gift and card for the incoming State President.

a. Present at State’s Night Out.

b. If unable to attend, appoint someone to present.

c. Cost is split among members attending IC.

B. **August:**

1. Attend Rocky Mountain Regional Council (RMRC) Roundup.

2. Prepare for Fall CSC Meeting.

C. **September:**

1. Attend the Fall CSC Meeting and assist the President, if needed.

2. Encourage members to run for CSC offices. Remind members the Nomination Form is on the CO website.

D. **October-November:**

1. Continue encouragement for nominations for officers.
2. Make a decision on your theme.
3. Register with ESA Headquarters to attend the National Leadership Conference held in February.
	1. Coordinate with the Treasurer/Disaster Fund Chairman for registration payment.

E. **December:**

1. Contact the 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 assist with contacting potential candidates.

4. The Treasurer/Disaster Fund Chairman 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.
	1. The IC Representative is always willing to assist. You may meet the them at the National Leadership Conference.
	2. It is your installation, 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 by February 15.
4. Order your State President’s Gavel pin from Merchandise. Often times your chapter will purchase the pin as a gift.
5. Keep in contact with your Nominating Committee; they are a valued asset.
6. **February:**
7. Nomination Form: Due February 15 along with a photo for display at the CSC Convention and for the CSC website.
8. Attend the National Leadership Conference:
	1. You will meet the IC Executive Board and other state Presidents.
	2. They will concentrate on membership.
9. Select your Advisor(s) and provide to the Lamplighter President.
10. Send a request to the Lamplighter President requesting the Lamplighters serve as your Honor Guard for your installation.
11. Provide instructions to the candidates:
	1. Attend the CSC Spring Board meeting where they will be presented.
	2. Presentation at CSC Convention Friday night Mixer; you may want to prepare a skit.
	3. Special dress for the installation.
	4. Select their escort for installation.
12. Appointed officers:
	* + 1. Candidates who are not elected should be offered an appointed office; you will need others to fill all positions.
			2. The Educational Director is a position that you will work with to carry out your ideas for workshops.
			3. ESA Foundation Counselor must be a member of the ESA Foundation.
13. Plan to join the President during the site visit to Convention City. You will want to view the meeting room for voting, tallying votes, candidate’s skits, installation, etc.

H. **March:**

1. Give a report of the National Leadership Conference at the Spring CSC Meeting.
	1. At State Convention, you will give a Leadership Workshop.
2. Candidates:
	1. Consolidate each nominee’s qualifications to be to be read at the CSC Spring Board meeting.
		1. Provide a copy to the President, Secretary, Web Team, andthe *Golden Lamp.*
	2. Present candidates at the CSC Spring Board meeting.
		1. Read their qualifications to the membership. This is the ONLY TIME the qualifications are read.
3. Officer Change Forms: Have the Communications Coordinator remind Chapter and Council Presidents to complete the form and return at CSC Convention. The form is on the CSC website.
4. Consult with the officers for a gift for the President from the Board to be presented at the CSC Convention Second General Assembly.
	1. This includes the Past President/Awards Chairman. 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 who plans to attend. The registration fee increases May 1.

I. **April:**

1. Candidates: Finalize all activities for the candidates presentation during the CSC Convention.
2. Prepare if there is opposition for the elected offices:
	* 1. Ballots, tally sheets and instructions for chapter and council delegates voting for officers.
		2. Ballot box for delegates to deposit ballots.
		3. Ballot result sheet.
3. Installation: Finalize plans for your installation.
	* 1. Contact all persons who 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 invited guests, contact the Convention City Chairman with the number of reservations required for the Saturday night banquet.
		3. Write your acceptance speech:
		4. Discuss with the President when you would like to present it to the membership.
		5. 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 CSC Fall Board Meeting.
		2. The CSC Leadership and Educational Fund has funds available for speakers. Approximately $300 is available annually.

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

1. Present a Leadership Workshop utilizing materials received at the National Leadership Conference.

2. Coordinate with your Communication Coordinator to collect the Officer Change Forms for chapters and councils. This information is needed for the Yearbook.

3. Take notes of business to be carried over at Fall CSC meeting; solicit the help of your Communication Coordinator.

4. Official Ballot:

* + 1. If opposition, distribute to the Delegates during Convention registration Friday for the CSC election; give the Election Procedures and Balloting.
1. Friday Night Mixer:
2. Present the Candidates with a skit, etc.
3. First General Assembly:

a. Present the candidates. Qualifications are NOT read.

b. President will call for nominations from the floor.

1. If there are nominations, the President-Elect/Membership Coordinator must be notified two (2) weeks in advance of State Convention.

c. If opposition. present the instructions for balloting for election of officers

1. Collect the ballots from the Delegates at the close of the Assembly.
2. Tellers, only if opposition: Refer to Tellers Guidelines.
3. Announcement Party: Immediately following the Awards Luncheon.
4. Rehearsal: Immediately following the announcement party. Be sure everyone involved has their escort in attendance.
5. Officer’s Meeting:
6. Schedule a meeting with your Elected and Appointed officers.
7. Invite the Lamplighters to attend.
8. Make introductions; there may be new faces on the Board.
9. Advise an email will be sent a week after convention with an initial list of officers, committees, Chapter In-Service Assignments, Lamplighter Advisors, individual Office Guidelines, and Officer and In-Service Guidelines.
10. **Encourage** the officers to communicate with their Lamplighter Advisor and In-Service Chapters.
11. Advise the date for your Planning Meeting.
12. Second General Assembly:
13. Introduce your Elected and Appointed officers.
14. Give Acceptance Speech, if you did not at the Saturday night banquet.
15. Present a gift to the retiring President from the officers.
16. Raise your gavel guard.
17. Accept the gavel on behalf of the CSC membership.
18. If information for Fall CSC meeting is available, present to the membership*.*

VII. State Reporting

1. Prepare two (2) copies of your report for all State meetings; one (1) copy for the Secretary and one (1) copy for your files.
2. Prepare articles for the *Golden Lamp* per schedule.
3. Write chapter in-service letters.
4. Make recommendations to pass on to your successor.

VIII. State Convention Officer’s meeting:

1. Attend meeting called by the newly installed President.
2. Pass all files to your successor.

 1. Records are kept three (3) years per the Records Retention Guidelines.