



**CLEBURNE SOCCER ASSOCIATION**

POST OFFICE BOX 255  
CLEBURNE, TEXAS 76033

IN REPLY, REFER TO  
CSA Policy  
20170613

From: President, Cleburne Soccer Association  
To: Members, Cleburne Soccer Association

Ref: (a) Cleburne Soccer Association Bylaws  
(b) Meeting Minutes dtd 2017-06-12

Subj: BOARD OF DIRECTORS ELECTION PROCEDURES

1. Purpose. This letter provides guidance and policy concerning nomination and election of Directors of the Board.

2. Policy. Reference (a) establishes the policy for the Cleburne Soccer Association. Cleburne Soccer Association shall have a Board of Directors selected through an open and democratic election process. Reference (b) establishes the timeline for notifications and nomination period.

3. Procedures.

- a. Any Member may submit electronic written nominations to the Board of Directors no more than 30 days, nor less than 10 days, prior to Annual General Meeting.
- b. Only active members of the association as defined by reference (a) may nominate another member, or themselves. A nomination does not need a second.
- c. The Election Committee may extend, but not contract, the nomination period as it deems appropriate.
- d. The Election Committee shall take reasonable steps (website posting and electronic mail) to notify the Members of their right to submit nominations, of nomination procedures, and of the nomination period.
- e. At any time after the end of the nomination period and prior to election of directors, any nominee may elect to have his or her name removed from the list of nominees.
- f. If there are no nominees or persons elected for a position on the Board of Directors, such position shall remain vacant until filled pursuant to reference (a).



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- g. The current serving Board of Directors shall have final approval of the nominees and may deny the nomination of any member by majority vote unless otherwise disqualified by the association bylaws or this policy, in which case, a vote is not necessary.
- h. The Registrar or Secretary along with a current serving member of the Board of Directors shall verify the eligibility of each person nominating a member and/or casting a ballot.
- i. The Election Committee shall procure, in writing, an acceptance of each nominee to be placed on the ballot and considered for election to the Board of Directors.
- j. After the nominating process is finished, the members of the association can vote for any eligible nominated candidate during a 10 day period as defined by the Election Committee prior to the Annual General Meeting. (also see paragraph (s) of this policy)
- k. Members vote for a candidate by casting either electronic or paper ballots at polling places designated by the Election Committee. The method for casting ballots shall be uniform and only one method may be chosen per election.
- l. Employees of the Association that have no other affiliation with the Association shall not be entitled to vote. This includes, but is not limited to, referees or concession workers that are employees only and do not hold any other status as described in reference (a).
- m. The Election Committee shall count all of the votes and the election results shall be announced at the Annual General Meeting and published online after the announcement.
- n. Vote tallies and nomination records shall be made available for inspection by the membership at the Annual General meeting along with the listing of the members of the Election Committee.



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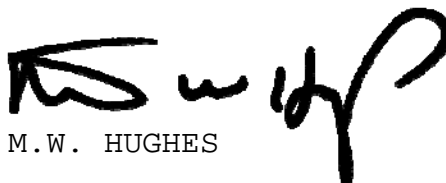
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- o. Protests of the election results will not be considered and the published results will be final.
- p. Newly elected members of the Board of Directors shall take office immediately following the Annual General Meeting.
- q. Although it is highly encouraged, nominees elected to office do not have to be present at the Annual General Meeting.
- r. If the number of approved nominees is equal to or less than the number of available seats open on the Board of Directors, formal balloting does not have to take place. The nominees will take office in accordance with other provisions of this policy.
- s. The President of the association may call for voting to be conducted in person at the General Annual Meeting when deemed necessary.

4. Eligibility. In order to nominate, be nominated, or cast a vote for someone who has been nominated, the following criteria for membership must be met:

- a. Be a current and active member of the association in good standing as defined in reference (a).
- b. Must not have been previously removed from the Board of Directors for non-attendance at meetings and/or events.



M.W. HUGHES