



## FLORIDA ASSOCIATION OF PROFESSIONAL GEOLOGISTS

### CALL FOR NOMINATIONS – EXECUTIVE BOARD 2015

- PRESIDENT-ELECT
- SECRETARY

Please submit your nomination forms to Past President Helen Hickman at [pastpresident@fapg.org](mailto:pastpresident@fapg.org):

Nominations must be received by 5:00 PM on November 21, 2014

## SCHEDULE

- CALL FOR NOMINATIONS – November 7, 2014
- NOMINATIONS RECEIVED BY – November 21, 2014
- ANNOUNCEMENT OF NEW OFFICERS – November 24, 2014
- START OF NEW TERMS – January 1, 2015
- PERIOD OF TERM – January 1, 2015 to December 31, 2015

# NOMINATION FOR FAPG 2015 EXECUTIVE BOARD



POSITION\*: \_\_\_\_\_

<b>FAPG</b>	Each FAPG Member can nominate <b>up to one Candidate for each position</b> to serve on the Executive Board in one of the positions listed on the Call For Nominations. PLEASE CONSIDER VERY CAREFULLY THE WILLINGNESS AND THE ABILITY OF THE NOMINEE TO SERVE, SINCE A COMMITMENT OF TIME IS REQUIRED.	
Member Nominating:	Member Name:	Member number:
Mailing Address		
Phone Number:		
Email address:		
Employer:		
<b>ABOUT YOUR NOMINEE</b>		
NAME:		
ADDRESS:		
PHONE NUMBER:		
EMAIL ADDRESS:		
EMPLOYER:		
BRIEF SUMMARY OF NOMINEE'S FAPG/AIPG ACTIVITIES:		
INFORMATION ON WORK BACKGROUND INCLUDING SPECIALTY:		
OTHER INFORMATION FOR CONSIDERATION BY VOTERS:		
<b>NOTE DEADLINE FOR SUBMITTAL IS NOVEMBER 21, 2014</b>	Submit this form together with any others for nominations via upload to the member section of the website.	

\*Please complete one sheet per Executive Board Position nomination

## FROM THE FAPG BY-LAWS

### ARTICLE V OFFICERS

#### Section 5-1 Officers

The Officers of the Executive Committee consist of the President, President-elect, Secretary, Treasurer, Immediate Past President, or Editor. Each Officer shall be elected to hold office for a period of one year or until the person resigns, is removed from office, or dies; the successor is elected after one one-year term has expired.

#### Section 5-2 President

The President shall:

- (1) Act as the spokesperson for the Section;
- (2) Attend the Annual AIPG Meeting as a representative of the Florida Section ;
- (3) Work with other industry associations to maintain open communication and positive working relationships;
- (4) Foster leadership development and provide leadership for the Section;
- (5) Preside as chair at all meetings of the Executive Committee;
- (6) Attend all Executive Committee meetings, unless excused by a member of the Executive Committee;
- (7) Attend meetings with elected officials and their staff when possible;
- (8) Make all committee appointments other than the Nominating Committee;
- (9) Serve as ex-officio member of all committees, except Nominating Committee;
- (10) Work with the Nominating Committee to recruit new leadership;
- (11) Call special meetings as needed to achieve goals of the association;
- (12) Prepare agenda for general member and Executive Committee meetings;
- (13) Periodically consult with Executive Committee members on their roles and help them assess their performance; and
- (14) Perform all other duties usually pertaining to the office of President, including mentoring the President-elect.

#### Section 5-3 President-elect

The President-elect shall:

- (1) Serve on the Legislative Action Committee;
- (2) Attend all Executive Committee meetings;
- (3) Serve as Vice Chair of the Executive Committee;
- (4) Preside at all meetings of the Executive Committee in the absence of the President;
- (5) Carry out special assignments as requested by the President or Executive Committee;
- (6) Foster leadership development and provide leadership for the Section;
- (7) Coordinate with Secretary and Section lobbyist in preparation of up to 10 weekly legislative e-mail updates;
- (8) Perform all other such duties usually pertaining to the office of the Vice President;
- (9) Serve as an ex-officio member of the Executive Advisory Council;
- (10) Learn the roles and responsibilities of the executive office of President; and

- (11) Accept nomination and service in this office with the understanding that the person shall then become President, then immediate past president.

#### Section 5-4 Treasurer

The Treasurer shall:

- (1) Serve as Chair of the Legislative Finance Committee;
- (2) Keep a record of the accounts of the Section and report thereon at each regular meeting of the Officers;
- (3) Make a report at annual meeting and make special reports when requested and deposit all monies of the Section in the name of the Section in a bank or other financial depositories selected and designated by the Executive Committee, subject to withdrawal for authorized purposes. The number of signatures required on such withdrawals and the designation of such eligible signatures shall be by majority vote of the Executive Committee;
- (4) Prepare and file reports and returns required by all governmental agencies;
- (5) Assume responsibilities of the Executive Committee Chair in his/her absence; and
- (6) Be responsible for placing all securities and other valuable papers in a safety deposit box or vault, designated by the Executive Committee, which may be opened only upon the joint signatures of two of the Officers of the Section, one of whom shall be the Treasurer and the other of whom shall be the President or a Vice President.

#### Section 5-5 Secretary

The Secretary shall:

- (1) Record the minutes of all meetings;
- (2) Write and distribute minutes within 10 days following the meeting;
- (3) Confer with the President for possible omissions;
- (4) Send duplicate copy of minutes to the President;
- (5) Give custody of the seal of the Section;
- (6) Give notices of all meetings required by statutes, Bylaws or resolutions;
- (7) Take attendance record at meetings;
- (8) Maintain committee reports and carry on all necessary correspondence of the Section;
- (9) Assume responsibilities of the Executive Committee Chair in the absence of the President, Vice President, or Treasurer; and
- (10) Perform such other duties as may be delegated to the Secretary by the Executive Committee.

#### Section 5-6 Immediate Past President

The Immediate Past President shall serve as a member of the Executive Committee for one year. In the event that the Immediate Past President is unable or unwilling to serve on the Executive Committee, the remaining officers may appoint an At-Large Executive Committee Member to fill this vacancy by a majority vote.

The Immediate past –president shall:

- 1) Advise the President regarding his/her duties;
- 2) Provide corporate memory to the Executive Committee; and
- 3) Take the lead in organizing the Section's Annual Meeting, including presentation of any awards.

#### Editor 5-7 Editor

The Editor shall be in charge of the publications of the Section, and shall have authority to solicit, edit, accept, or reject material for publication, subject to policy direction by the Executive Committee. The Editor may appoint assistant editors to serve during the term of office, and shall submit an annual report to the Executive Committee.