

*Orlando Central  
Florida Chapter*

# **Policies and Procedures**

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# Orlando Central Florida Chapter of the Society for Technical Communication

## Policies and Procedures

### Introduction

These policies and procedures provide specific guidelines for conducting the business and activities of the Orlando Central Florida Chapter of the Society for Technical Communication (“Chapter”). The Chapter is subject to the authority of the Board of Directors of the Society for Technical Communication, Inc. (“Society”).

This document discusses the Chapter’s governance, finances, meetings, committees, elections, and amendments. It also contains a suggested timeline of yearly Chapter activities and a requirements summary.

### Section 1: Governance

The Administrative Council (“AdCo”) governs the Chapter’s affairs. The AdCo manages and controls the Chapter’s property, activities, and affairs and is subject to the authority of the Society’s Board of Directors. Chapter directors are elected annually by the Chapter membership.

#### **AdCo Directors**

##### ***Composition***

The AdCo directors comprise officers and Directors-at-Large as called for by the Chapter bylaws. Additional AdCo directors may be added if the AdCo determines the positions are necessary.

As stated in Article IV (Officers), Section 1 (Definition and Appointment) of the Chapter’s bylaws, no member may hold more than one AdCo office at the same time, except the offices of the Secretary and Treasurer. One member may hold these two offices concurrently. Directors may also chair committees as necessary.

### **Term of Office**

An AdCo director (officer or Director-at-Large) can be re-elected. AdCo directors serve one year per elected term. This term runs from July 1 through June 30 or from the end-of-year meeting (usually in June) through the following end-of-year meeting, whichever comes first.

### **Duties**

The sections that follow delineate the general and monthly duties that the elected AdCo directors perform from July 1 through June 30, the period that encompasses the Chapter year. However, individual AdCo directors may prudently delegate their duties, if necessary to manage efficiently.

#### *President*

The President's general and monthly duties during the Chapter year are as follows:

#### **General Duties - President**

- Assumes responsibility for all Chapter operations.
- Serves as head of the AdCo:
  - Calls monthly AdCo meetings
  - Calls special AdCo meetings as necessary
  - Leads all AdCo meetings.
  - Creates and distributes meeting agenda.
  - Coordinates annual Leadership Day meeting
- Chairs the Chapter's general membership meetings and makes introductory announcements and closing remarks.
- Serves as initial Chapter contact for prospective members, members from other chapters, Chapter contacts, and Society leadership.
- Provides support for other Chapter volunteers and for the activities of the Chapter, as needed.
- Communicates regular news and information to the Chapter through various media.
- Authorizes Chapter expenditures approved by the AdCo.
- Prepares monthly article for Chapter newsletter, *Memo to Members*.
- In consultation with Recognitions Committee chair, nominates members for Society awards.

- Creates awards to recognize Chapter members who performed work above and beyond their regular duties.
- Performs miscellaneous duties, which include planning workshops, communicating with other communities and people, and substituting for Vice President, when necessary.
- If Chapter members are to vote on a proposed bylaws amendment, selects two Chapter members to assist the Secretary with validating and tallying the votes cast.
- If an AdCo director (officer or Director-at-Large) undertakes activities not in the best interests of the Society or the Chapter, notifies the AdCo director to terminate the activities.
- Calls special elections to fill vacant positions when needed.

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**Monthly Duties - President**

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<b>July or August</b>	<ul style="list-style-type: none"> <li>• Plans and hosts AdCo Leadership Day: <ul style="list-style-type: none"> <li>○ Arranges location.</li> <li>○ Creates and distributes agenda.</li> <li>○ Orders food.</li> <li>○ Leads meeting.</li> </ul> </li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>• Appoints a manager to direct the operation of each standing committee, subject to AdCo approval.</li> </ul>
<b>April or May</b>	<p><b>General Membership Meeting/Annual Election</b></p> <ul style="list-style-type: none"> <li>• Presides over General Membership Meeting</li> <li>• Creates and distributes agenda.</li> <li>• Before the meeting commences, announces final time for submission of ballots.</li> <li>• Appoints Tellers Committee</li> <li>• At previously announced time, declares election closed, directs the Teller Committee to count ballots, and calls for the results at the end of the meeting.</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Orders awards for annual Chapter banquet in June.</li> </ul>
<b>June</b>	<p><b>General Membership Meeting/Annual Chapter Banquet</b></p> <ul style="list-style-type: none"> <li>• Summarizes Chapter accomplishments for previous year.</li> <li>• Leads awards presentation.</li> </ul>

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### *Vice President*

The Vice President's duties during the Chapter year are as follows:

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#### **General Duties – Vice President**

- If the President is unable to serve, performs all the President's duties. When acting in the President's capacity, the Vice President possesses all the powers of the President.
  - Arranges meeting locations.
  - Coordinates presenters at monthly Chapter meetings.
  - Solicits sponsorships in support of Chapter meetings and activities.
  - Prepares and emails meeting announcements.
  - Prepares monthly article for Chapter newsletter, *Memo to Members*
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### *Secretary*

The Secretary's duties during the Chapter year are as follows:

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#### **General Duties - Secretary**

- Prepares minutes of each AdCo meeting and the Chapter's annual business meeting.
  - Arranges for a substitute minutes taker in the event of unavailability.
  - Distributes minutes from each AdCo meeting to AdCo directors (officers and Directors-at-Large) and committee managers for review and approval.
  - Prepares Chapter correspondence, as needed.
  - Prepares *If You Missed the Last Meeting* article for Chapter newsletter.
  - Manages the Chapter's archives of past minutes and administrative records.
  - If Chapter members are to vote on a proposed bylaws amendment, along with the two Chapter members selected by the President, validates and tallies the votes cast.
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## *Treasurer*

The Chapter Treasurer maintains, manages, and accounts for all records related to the finances of the Chapter and submits financial reports in a timely manner. The Treasurer has a fiduciary responsibility to exercise prudent and reasonable care of the Chapter's assets.

The Treasurer's duties fall into four broad areas of responsibility: accounting, administration, budgeting, and reporting.

### **General Duties - Treasurer**

#### **Accounting**

- Deposits cash receipts into the Chapter's checking account and maintains a record of the amounts and sources of each deposit.
- Reviews expense requests and vendor invoices; prepares payments, as appropriate; and maintains a record of each disbursement.
- Maintains a cash ledger to account for available funds and reconciles the ledger to monthly bank statements.

#### **Administration**

- Retains file copies of Chapter's charter, bylaws, and federal Tax Identification Number (TIN).
- Retains historical files of financial information, including budgets, financial reports, checkbooks, bank statements, canceled checks, account passwords, and receipts.
- Establishes or maintains banking and investment accounts.
- Arranges for annual audit if requested by the Society or the IRS.
- Files all required tax forms as required by the Society and the IRS.

#### **Budgeting**

- Solicits budget requests from committee managers and Chapter directors.
- Presents a comprehensive budget proposal to the AdCo and leads discussion to approve the budget, as proposed or as modified by the AdCo.
- Distributes the approved budget to Chapter directors and to committee managers with budgetary responsibility.



**Reporting**

- Prepares periodic budget reports for review by the AdCo. These reports:
  - Must be accompanied by a copy of the most recent bank statement.
  - Should disclose key financial transactions and variances from the budget.
- Presents a Treasurer’s Report at the Annual General Membership meeting.
- Completes the annual STC Financial Report Form and Final Reconciliation Report and submits them to the Society.

<b>Monthly Duties - Treasurer</b>	
<b>August</b>	<ul style="list-style-type: none"><li>• Requests each committee manager submit a yearly budget prior to the September AdCo meeting, if the manager expects the committee to receive income or incur expenses.</li></ul>
<b>October</b>	<ul style="list-style-type: none"><li>• Submits next year’s annual Chapter budget to Society. Future Chapter funding depends upon timely filing of these reports.</li></ul>
<b>January 1– May 15</b>	<ul style="list-style-type: none"><li>• Files IRS form 990N. Failure to file by May 15 can lead to loss of nonprofit status</li></ul>
<b>May</b>	<b>General Membership Meeting/Annual Business Meeting</b> <ul style="list-style-type: none"><li>• Presents an annual financial report.</li></ul>

*Immediate Past President*

The Immediate Past President’s duties during the Chapter year are as follows:

<b>General Duties – Immediate Past President</b>
<ul style="list-style-type: none"><li>• Provides input on matters before the AdCo.</li></ul>

**Section 2 – Finances**

The Chapter’s fiscal year is the same as the Society's fiscal year, which runs from January 1 through December 31. During this period, the Treasurer keeps accurate records of the Chapter’s income and expenses. He or she

oversees the Chapter's checking account, including making deposits, paying expenses, and reconciling the account on a monthly basis.

The Treasurer retains all documents pertaining to the Chapter's finances. In addition, the Treasurer files all tax returns and forms required by the Society and the IRS in a timely manner.

Each committee manager who expects to receive income or incur expenses during the Chapter's fiscal year is responsible for submitting an estimated budget to the Treasurer. The Treasurer then assembles this information and provides the AdCo with a detailed proposed budget for review and approval.

As stated in Section 1 (Governance) of these policies and procedures, the Treasurer provides periodic budget reports of the Chapter's income and expenses to the AdCo. In addition, the Treasurer prepares and submits a proposed Chapter budget to the Society after obtaining AdCo approval. These annual reports must be submitted to Society headquarters by the budget deadline date as determined by the Society.

### **Section 3 – Meetings**

At regular intervals throughout the year, the Chapter holds AdCo meetings and general membership meetings. The Chapter designates one of the general membership meetings as its annual business meeting.

#### **Conducting Meetings**

The President, or the Vice President in the President's absence, chairs all the Chapter's meetings. The Secretary will record the actions that occur during the meeting. These minutes serve as a record of the actions that took place during the AdCo meeting or the business portion of the general meeting.

#### **AdCo Meetings**

AdCo directors and committee managers assemble at AdCo meetings to conduct Chapter business. These meetings, which typically are held on the

first Tuesday of each month, are open to all Chapter members and other special invitees.

### **General Membership Meetings**

The Chapter holds at least nine general membership meetings during the year. These meetings are usually held on the third Thursday of each month.

### **Annual Business Meeting**

The May general membership meeting serves as the Chapter's annual business meeting. This meeting is used to present annual reports and transact other Chapter business. During the annual business meeting, the Treasurer presents an annual financial report to the Chapter membership.

### **Special Meetings**

If needed, special meetings of the AdCo or the Chapter membership may be called.

#### ***AdCo***

As stated in Article III (Administrative Requirements), Section 7 (Special Meetings) of the Chapter's bylaws, special meetings of the AdCo:

- May be called by the President, or
- Will be called by the President at the written request of any two or more AdCo directors.

Written notice of the special meeting is to be given to each director at least one day before the special meeting is to occur.

#### ***Membership***

As stated in Article II (Members), Section 11 (Special Meetings) of the Chapter's bylaws, special meetings of the voting members may be called by:

- A majority of the AdCo,
- The President of the Chapter, or

- A written request submitted to the AdCo by ten percent or more of the voting members.

Notice of the special meeting will be given to each voting member at least 30 days but no more than 60 days before the date set for the special meeting.

## **Section 4 – Committees**

The AdCo has established two types of committees, standing committees and special committees. Appeals to Chapter members are the standard method used to generate membership in the Chapter's committees.

### **General Responsibilities**

Generally, special committees focus on a very specific purpose, operate for a finite time during the Chapter year, and do not receive revenue or incur expenses. The managers of these committees usually perform their duties during a specified period of time. Each special committee manager is responsible for reporting regularly to the AdCo on the committee's plans and activities during the time the committee is active.

In contrast, standing committees operate continuously during the Chapter year and tend to have a much broader scope. Each standing committee manager is responsible for:

- Reporting regularly to the AdCo on committee plans and activities,
- Submitting a yearly budget to the Treasurer prior to the AdCo vote on the proposed budget, if the manager expects the committee to receive income or incur expenses; and
- Recording and reporting any expenses incurred by the committee to the Treasurer.

### **Standing Committees**

The Chapter's standing committees are listed below. The AdCo may adjust this roster of standing committees as needed.

- Active Membership Committee

- Chapter Achievement Award Committee
- Communications Committee
- Education Committee
- Employment Committee
- Hospitality Committee
- Membership Committee
- Nominating Committee
- Recognitions Committee

The President appoints managers to direct the operation of each standing committee. These appointments will become effective when they have been approved by a majority of the AdCo directors at the next AdCo meeting, a quorum having been established.

An AdCo director may simultaneously be a member or chair of a standing committee, with the exception of the President. The President is restricted to the office of Chapter President exclusively.

***Active Membership Committee***

The Active Membership Committee tracks the participation of Chapter members from August to June of each year. Members can accrue points for various forms of service—committee membership, attendance at AdCo meetings, attendance at Chapter meetings, etc. The manager of the Committee tracks points and reports periodically to the AdCo and membership concerning ongoing point totals and with AdCo approval determines the point level necessary for recognition as an Active Member. The manager reports the results to the Recognitions Committee for action.

### **Chapter Achievement Award Committee**

The manager of the Chapter Achievement Award (CAA) Committee interacts with the entire AdCo to note meaningful activities and events that will qualify the Chapter to receive a CAA. This award recognizes a special interest group, professional Chapter, or student Chapter's outstanding accomplishments in achieving the Society's goals through a wide range of programs and activities.

Criteria for the CAA apply to activities and events that occur during the calendar year. Each year, the Society office works with the Chapter Achievement Awards Evaluation Committee (CAAEC) to establish the application deadline for the CAA. Deadlines for applications are usually in early or mid-January. At its own discretion, the AdCo may decide to decline the opportunity to authorize a CAA application for a given year.

This Committee performs the following duties during the Chapter year:

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#### **General Duties – CAA Committee**

- Keeps track of Chapter activities throughout the year. These activities are both individual member and geographic STC Chapter accomplishments that relate to the technical communication profession and/or STC involvement.
- Completes and submits a CAA application form describing and documenting the Chapter's initiatives for the year and mapping its accomplishments for the specific award requirements, including providing supporting documents, descriptions, and pictures.
- Reports regularly to the AdCo on Committee plans and activities.
- Records and reports any expenses incurred by the Committee to the Treasurer.

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### **Communications Committee**

The Communications Committee collaborates after each Chapter meeting to discuss broad and targeted communications strategies. The Newsletter Editor is typically the Communications Committee Manager, but the President may

select any core Communications Committee member to lead it. At minimum, the Communications Committee includes the Newsletter Editor, the Social Media Editor, the Webmaster, the Eventbrite Manager, the Public Relations Manager, and one representative from each Chapter SIG. Managers of standing and special committees related to communications goals may also be required at some meetings. Additionally, all AdCo members, Mentoring Program participants, FTC members, and other volunteers are permitted to attend Communications Committee meetings at the discretion of the Communications Committee Manager.

#### **General Duties – Communications Committee**

- In consultation with AdCo, determines newsletter publication schedule.
  - Solicits articles for publication in newsletter.
  - Announces publication of each newsletter issue through primary email announcement list and Chapter social media accounts.
  - Maintains online newsletter archives.
  - Announces upcoming meetings through *Orlando Sentinel* press releases, primary email announcement list, and Chapter social media accounts.
  - Maintains Chapter announcements lists and email blast templates on MailChimp or other platform determined by Chapter needs
  - Maintains Chapter EventBrite account.
  - Performs outreach activities to UCF and FTC as needed, especially when planning the FTC/STC joint meeting in January or February.
  - Reports regularly to the AdCo on Committee plans and activities.
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### **Education Committee**

The President appoints the manager of this Committee, subject to AdCo approval. The Education Committee's page on the Chapter's website contains additional information about the Committee and its activities.

The Education Committee pursues two major forms of educational outreach: (1) the Melissa Pellegrin Memorial Scholarship and (2) the student mentoring program co-sponsored by the Chapter and the Future Technical Communicators (FTC) student organization at the University of Central Florida (UCF).

To pursue these initiatives, the manager appoints the coordinator for the Pellegrin Scholarships and the co-coordinators of the mentoring program. The manager may elect to serve as scholarship coordinator or mentoring program co-coordinator. Details on the coordinators' responsibilities are provided below.

If the Committee pursues another major educational outreach initiative, the manager appoints another coordinator to champion the effort.

In addition to the two major current initiatives, the Committee pursues other intermittent educational outreach opportunities as they arise, such as encouraging Chapter members to grant interviews to technical communication students, review student portfolios, and make classroom visits. It also promotes membership in STC's Sigma Tau Chi (STX) and Alpha Sigma (AS) student honor societies and typically participates in the nomination process for the Chapter's Distinguished Service Award for Students (DSAS). The Committee manager generally coordinates such intermittent educational outreach activities, although they may be delegated to a Committee member.

#### **General Duties – Education Committee**

- Reports regularly to the AdCo on committee plans and activities.



- Records and reports any expenses incurred by the Committee to the Treasurer.

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**Monthly Duties – Education Committee**

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|------------------|--|
| <b>August</b>    | <ul style="list-style-type: none"> <li>• Begins promoting membership in Sigma Tau Chi (STX) and Alpha Sigma (AS), the Society’s student honor societies for undergraduate and graduate students enrolled in technical communication programs. (Membership applications must be submitted by the deadline set by the Society, usually sometime in November.)</li> <li>• Recruits mentors and mentees for the annual mentoring program and pairs them based on mentor areas of expertise, mentee areas of interest, and other factors.</li> </ul>  |
| <b>September</b> | <ul style="list-style-type: none"> <li>• Submits an annual budget to the Treasurer prior to the AdCo budget meeting, if the manager expects the Committee to receive income or incur expenses.</li> <li>• Begins the annual mentoring program with the applicants, generally in the form of one or more kick-off meetings at which the pairings are announced and the mentors and mentees introduced.</li> </ul>   |
| <b>January</b>   | <ul style="list-style-type: none"> <li>• Promotes Melissa Pellegrin Memorial Scholarship.</li> </ul>   |
| <b>Spring</b>    | <ul style="list-style-type: none"> <li>• Collaborates with UCF Foundation and UCF English Department in Pellegrin Scholarship judging.</li> </ul>  |
| <b>April</b>     | <ul style="list-style-type: none"> <li>• Plans and coordinates Pellegrin Scholarship awards presentation, generally at the April or May Chapter meeting.</li> <li>• The Committee’s coordinator for the Pellegrin Scholarships, accompanied by the Chapter President, may attend the UCF English Department scholarship luncheon at which the Pellegrin Scholarship recipients are honored.</li> </ul> <p style="margin-left: 20px;"><b>General Membership Meeting/Annual Election</b></p> <ul style="list-style-type: none"> <li>• Leads Pellegrin Scholarship presentation.</li> </ul> |
| <b>May</b>       | <ul style="list-style-type: none"> <li>• Prepares follow-up announcements to Chapter members and UCF faculty about scholarship recipients.</li> </ul>  |
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*Coordinator for Melissa Pellegrin Memorial Scholarship*

The primary focus of this person, who is a general Chapter member (not a student member), is the Melissa Pellegrin Memorial Scholarship. This program, a joint initiative of the Chapter and the UCF Foundation, perpetuates the memory of 1994 UCF graduate and Chapter member Melissa Pellegrin by providing scholarships to selected undergraduate and graduate technical communication students at the University of Central Florida (UCF) who have demonstrated excellence in technical communication.

The coordinator interfaces with the UCF Foundation representative assigned to the scholarship, promotes the scholarship to UCF technical communication students via FTC and the English Department faculty, joins three members of the UCF English Department faculty in judging the entries, and leads the scholarship awards presentation at a spring Chapter meeting.

*Co-Coordinator for Mentoring Program*

The co-coordinators for the mentoring program are responsible for running the mentorship program, which helps bridge the gap between industry and academe by pairing professionals in the industry with undergraduate and graduate technical communication students.

The co-coordinators are a mentor and a mentee within the program (often, though not always, a mentor/mentee pair). The mentee is generally an officer in FTC, although this is not a requirement. The co-coordinators perform the following duties during the Chapter year:

**General Duties – Mentoring Program Co-Managers**

**Mentor Co-Manager**

- Promotes the mentorship program to Chapter members and encourages them to participate as mentors.
- Coordinates and orients mentors joining the program.

- Prepares mentoring program forms for mentors.
- In consultation with the mentee co-manager, pairs mentors and mentees and provides assistance to them as needed.

**Mentee Co-Manager**

- Promotes the mentorship program to students and encourages them to participate as mentees.
  - Coordinates and orients students joining the program.
  - Prepares mentoring program forms for students.
  - In consultation with the mentor co-manager, pairs mentors and mentees and provides assistance to them as needed.
- 

***Employment Committee***

The Employment Committee's duties are as follows:

**General Duties – Employment Committee**

- Serves as clearinghouse for job opportunities:
    - Accepts job notices from employers and agencies with openings in technical communication and, when necessary, contacts the employer or agency for additional details relevant to the notice.
    - Uses mass email to post job notices to Chapter members in good standing as a membership benefit.
  - Reports regularly to the AdCo on Committee plans and activities.
  - Records and reports any expenses incurred by the Committee to the Treasurer.
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***Hospitality Committee***

The Hospitality Committee is responsible for providing and serving refreshments at Chapter events that require the provision of non-venue-supplied food and beverages. The Hospitality Committee responsibilities are as follows:

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**General Duties – Hospitality Committee**

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- Plan, purchase, and serve refreshments at Chapter events as needed.
  - Report regularly to the AdCo on Committee plans and activities.
  - Record and report expenses to the Treasurer for reimbursement.
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**Membership Committee**

The Membership Committee focuses on recruiting new members, retaining existing members, and providing them with information about the Chapter and its activities. In addition, this Committee maintains a record of meeting attendance at Chapter general membership meetings and greets both new and existing members at these meetings. The Membership Committee performs the following duties:

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**General Duties – Membership Committee**

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- Greets potential new and existing members as they check in for meeting.
- Keeps track of meeting attendance and provides that information to the Active Member Committee each month.
- Follows-up with potential new members to encourage them to join the Chapter.
- Reports regularly to the AdCo on Committee plans and activities.

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**Monthly Duties – Membership Committee**

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**April****General Membership Meeting/Annual Election**

- Provides current membership list to verify membership status of Chapter members voting at annual election.

**October,  
November,  
December**

- Sends reminder notices to members about membership renewal.

**January,  
February**

- Follows-up with non-renewing members to remind them to renew and find out whether there are problems that need attention.

### **Nominating Committee**

In August, the President appoints the manager of the Nominating Committee, subject to a majority of the AdCo directors voting to approve the appointment at the August AdCo meeting, and determines whether there should be a change in the existing number of Committee members.

The Nominating Committee performs the following duties:

<b>Monthly Duties – Nominating Committee</b>	
<b>January</b>	<b>AdCo Meeting</b> <ul style="list-style-type: none"><li>• Discusses the nomination and voting timelines with the AdCo.</li><li>• Presents a list of potential candidates to the AdCo.</li><li>• Obtains additional AdCo candidate recommendations.</li></ul>
<b>February</b>	<ul style="list-style-type: none"><li>• No later than 60 days before the annual election, announces the date of the annual election and requests nominations for AdCo director positions from the Chapter membership.</li></ul> <b>General Membership Meeting</b> <ul style="list-style-type: none"><li>• Makes additional request for nominations from the Chapter membership and explains the nomination timeline and process.</li></ul>
<b>March</b>	<ul style="list-style-type: none"><li>• Prepares the ballot with the slate of qualified candidates and voting instructions.</li><li>• At least 30 days prior to the annual election distributes the ballot, the nominees' biographical data, and voting instructions.</li></ul> <b>AdCo Meeting</b> <ul style="list-style-type: none"><li>• Presents the President with a list of nominees along with each nominee's statement of acceptance to be a candidate and biographical information.</li><li>• Reviews the list of declared candidates with the AdCo.</li><li>• Works with the AdCo to finalize the nominations.</li></ul> <b>General Membership Meeting</b> <ul style="list-style-type: none"><li>• Presents the list of nominees to the Chapter membership.</li><li>• Reviews the voting timeline and process with the membership.</li></ul>

**April**

**AdCo Meeting**

- Reviews the procedures that take place at the annual election, the timeline, and responsibilities of voters and Tellers.
- Finalizes any remaining action items pertaining to the election.

**General Membership Meeting/Annual Election**

- Sets up table for ballot box.
  - Provides voting materials for election (ballot box, ballots, tally sheets, and summary sheet).
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***Recognitions Committee***

The Recognitions Chair reviews Society requirements for its various awards and selects a committee to determine eligible members who should be nominated. The Recognitions Chair is responsible for ensuring that nominations are submitted in a timely fashion to meet Society deadlines for these awards. The awards include (but are not limited to) Fellow, Associate Fellow, Distinguished Chapter Service Award, Distinguished Service Award for Students, Sigma Tau Chi, and Alpha Sigma.

The Chapter's Gloria Jaffe Outstanding Technical Communicator Award recognizes technical communicators who have made significant contributions to businesses, education, leadership, and/or STC in the Chapter area. The award is presented annually.

The AdCo appoints a Jaffe Committee manager, who serves as a special member of the Recognitions Committee. The Jaffe Committee manager promotes, organizes, and presents the award and performs the following duties:

- Creates the award application. The format, which can range from paper applications to an electronic submission, is left to the Committee manager's discretion.
- Advertises the award in newsletters, by email, and in meeting announcements.
- Collects applications.

- Assembles a board of judges.
  - Reviews the applications with the judges and selects a winner.
  - Prepares for the award ceremony, including obtaining the trophy and inviting guests and applicants.
  - Presents Jaffe Award at general membership meeting.
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### **Special Committees**

The Chapter's other type of committee, special committees, includes the Bylaws Committee, the Conference Committee, the Rising Stars Committee, and the Tellers Committee, as well as any other additional committees that the President and the AdCo decide are necessary.

#### ***Bylaws Committee***

The Bylaws Committee is in charge of revisions to Chapter Bylaws and Chapter Policies and Procedures. The chair is appointed by the President, subject to AdCo approval.

The Committee's general duties are as follows:

#### **General Duties – Bylaws Committee**

- Publishes, maintains, and makes the official Chapter bylaws and policies and procedures available for review.
- Prepares the text for any proposed amendment to the bylaws or to the policies and procedures.
- Reports regularly to the AdCo on Committee plans and activities.
- Records and reports any expenses incurred by the Committee to the Treasurer.

#### **Bylaws Amendments**

- Submits any proposed bylaws amendments to the Society for approval.

- If the Society approves the proposed amendment:
  - If AdCo is to vote on amendment, submits amendment to AdCo for consideration.
  - If Chapter members are to vote on the amendment, at least 30 days prior to the meeting date at which the amendment is to be considered for adoption, distributes text of proposed amendment, ballot, and voting instructions to the Chapter membership.
- Supplies voting materials on the night of the election.
- If amended bylaws are approved at both the Society level and at the Chapter level, requests the amended bylaws be posted on the Chapter’s website.

**Policies and Procedures Amendments**

- Submits any amendments to policies and procedures to AdCo for consideration.
- If AdCo approves amended policies and procedures, requests they be posted on the Chapter’s website.

***Conference Committee***

In the event that the Society holds a Summit or other conference in the Chapter area, the President forms a Conference Committee to coordinate Chapter members’ participation in the Summit or conference in the form of promotion, staffing a host-chapter booth, or other activities deemed necessary by the Society and the Chapter President.

If the Chapter decides to hold a local conference or co-sponsor a conference with another chapter or SIG, the Conference Committee works with the appropriate stakeholders to plan, promote, staff, and manage the conference.

***Rising Stars Committee***

The Rising Stars Committee is responsible for fundraising for the Chapter’s education and professional initiatives. The Committee reports to the Treasurer. Committee responsibilities are as follows:

**General Duties – Rising Stars Committee**

- Sends out frequent periodic solicitations to members and non-members to encourage donations.



- Solicits donations from community organizations and companies.
  - Investigates workplace giving opportunities and publicizes them to Chapter members
  - Acknowledges donations by sending follow-up thank you notes (mail or email) and posting notices on the Chapter website and mailing lists and in other Chapter promotional materials
  - Reports regularly to the AdCo on Committee plans and activities.
  - Records and reports any expenses incurred by the Committee to the Treasurer.
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### ***Tellers Committee***

The President appoints a Tellers Committee to count the ballots at the election. The duties of the Tellers Committee are described in Section 5 – Elections (subsection Tallying Ballots).

## **Section 5 – Elections**

The first stage in the annual election process is to nominate candidates. Next, a ballot is prepared and distributed. Last, the election takes place.

### **Date of Election**

The annual election of AdCo directors takes place at the Chapter’s general membership meeting, typically held in April or May.

### **Eligibility**

To be eligible to run for an AdCo office or to vote, a member must be a Chapter member in good standing with the Chapter and with the Society. While student members cannot run for Chapter office, they can vote in Chapter elections.

### **Nominations**

Nominations for AdCo directors can occur either through the Nominating Committee or by a petition submitted by Chapter members.

### ***Nominating Committee Recommendations***

During January, the Nominating Committee starts the nomination process and begins establishing the voting timeline. No later than 60 days before the annual election takes place at the April or May general membership meeting, the Nominating Committee announces the election date to the Chapter membership and requests nominations for AdCo director positions. At the March AdCo meeting, the Committee presents the President with a list of nominees.

### ***Petition by Members***

Chapter members may nominate a candidate for an AdCo director position by submitting a petition directly to the President. To be valid the petition must be

- Submitted by a Chapter member,
- Signed by ten percent or more of the Chapter membership, and
- Received by the President at least 45 days prior to the annual election.

### ***Required Documents***

All nominations, whether submitted by the Nominating Committee or made by petition, must be accompanied by the following:

- The nominee's signed statement of acceptance to be a candidate, and
- Pertinent biographical data about the candidate.

### ***Ballot***

The second phase in the election process is to prepare and distribute the ballot.

### ***Preparing Ballot***

The Nominating Committee prepares the ballot with the names of all eligible candidates and the voting instructions. The instructions state when and

where the election will take place and the date and manner in which ballots may be cast.

### ***Distributing Ballot***

At least 30 days before the date of the annual business meeting, the Nominating Committee distributes the ballot. The biographical data each candidate provided and voting instructions accompany the ballot.

### **Voting Process**

The last stage in the election process is the actual voting, which takes place at the Chapter's general membership meeting in April or May. At this meeting, ballots are submitted, validated, and tallied.

### ***Required Items***

On the night of the election, the Membership Committee manager:

- Provides a current membership list, and
- Sets up a table for the ballot box adjacent to the membership sign-in table.

### ***Close of Voting Reminder***

Shortly before the annual business meeting begins, the President announces the closing time for voting in the annual election, typically 10 minutes after the start of the program or presentation.

### ***Submitting Ballots***

Members can submit their ballots in one of three ways. They can:

- Bring their completed ballots with them to the annual election,
- Complete their ballots at the meeting, or
- Submit their ballots by mail.

### ***Membership Verification***

If a Chapter member brings his or her completed ballot to the meeting or completes a ballot at the meeting, a Tellers Committee member uses the current membership list to verify the membership of the Chapter member and, thus, eligibility to vote.

After the member completes the ballot and it has been placed in the ballot box, the Tellers Committee member records that the Chapter member voted.

### ***Voting by Mail***

Rather than submit a ballot in person at the annual election, Chapter members may submit their ballot by mail. The President ascertains that all mailed ballots received before the deadline have been retrieved.

### ***Requirements***

For a ballot submitted by mail to be valid, the unopened envelope used to transmit the ballot must:

- Contain the member's name, address, and Society membership number in the upper left corner, and
- Be received at the Chapter's post office box by the date stated in the voting instructions.

### ***Validating Ballots***

After verifying the member's membership and that the envelope contains the required information, the Tellers Committee member places the contents of the validated envelope in the ballot box and records that the member voted.

If the Tellers Committee member cannot confirm the voter's membership, the Committee member marks the unopened envelope *non-member* and places it in an isolated pile. At the end of voting, the Tellers Committee manager gives these envelopes to the President, who will announce that if any of those voters are at the meeting, they should see the Membership Committee manager to verify their membership.

### **Tallying Ballots**

At the end-of-voting time, the President declares the election closed and informs members that the names of elected AdCo directors will be announced at the conclusion of the meeting.

The Tellers Committee members then begin the task of tallying the votes. Each Tellers Committee member prints his or her name at the top of a tally sheet. Next, the Committee members open all the validated ballots and place them in a *to-be-processed* stack.

The first Committee member takes a ballot from the stack and tallies its contents on his or her tally sheet. That member then passes the processed ballot to the next member to perform the same tallying step. After the last Committee member tallies the ballot, that member places the processed ballot in a *processed* stack.

After all the ballots have been tallied, the Tellers Committee manager compares each Committee member's individual totals to verify all the totals agree. If a discrepancy exists, the members analyze the problem and try to resolve it. If necessary, they repeat the tallying process again until all the tally sheets agree.

### **Election Results**

AdCo directors are elected by a plurality of the votes cast.

When called on by the President at the conclusion of the meeting, the Tellers Committee manager announces the names of the elected AdCo directors to the Chapter membership. At no time are the tally counts to be announced or disclosed to the general Chapter membership. The Tellers Committee manager informs the Society of the names of the newly elected directors and requests this information be posted on the Chapter's website.

### **Tie Vote**

To resolve a tie vote, all the AdCo directors will vote. The candidate who receives a majority of the votes will be declared the winner.

## Section 6 – Amendments

The Chapter’s governing documents may be amended. The procedure for amending the bylaws differs slightly from the procedure needed to amend the policies and procedures.

### Amendments to Bylaws

The Chapter bylaws govern the process used to amend them.

### Amendments to Policies and Procedures

The procedure needed to amend the Chapter’s policies and procedures is simpler than the procedure for amending the Chapter’s bylaws. If a majority of the AdCo directors pass a resolution declaring the policies and procedures need to be amended, the Bylaws Committee prepares the proposed text for the amendment and submits it to the AdCo for approval. If the revised amendment receives a vote of approval from a majority of the AdCo directors, a quorum having been established, the amendment becomes effective and the Bylaws Committee requests the revised policies and procedures be posted on the Chapter’s website.

## Suggested Timeline

The timeline below highlights the activities that occur during the Chapter year, which runs from July 1 through June 30.

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### July

- Chapter year begins on July 1, and newly elected directors assume office.
- AdCo Leadership Day held.
- No general membership meeting held.

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### August

- President appoints a manager to direct the operation of each standing committee.

#### AdCo Meeting

- President requests the AdCo approve the standing committee manager appointments.

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**September**

- Each standing committee manager submits an annual budget to the Treasurer, if the manager expects the committee to receive income or incur expenses.

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**January**

- Chapter's fiscal year begins on January 1.
- Application for Chapter Achievement Award submitted, if Chapter decided to apply.

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**February**

- At least 60 days before the April or May annual election, the Nominating Committee announces the election date and solicits nominations for AdCo director positions.

**General Membership Meeting**

- Chapter's joint STC/FTC meeting held at the University of Central Florida.

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**March**

- Forty-five days prior to annual election date, President must receive any petitions submitted by Chapter members for a nominee for AdCo office.
- Nominating Committee presents President with list of nominees for AdCo director positions.
- At least 30 days before the April or May annual election, the Nominating Committee distributes the ballot, voting instructions, and the candidates' biographical data to the Chapter membership.

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**April****General Membership Meeting/Annual Election**

- Melissa Pellegrin Scholarships presentation.

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**April or May**

- Annual election of AdCo directors.

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**May****General Membership Meeting/Annual Business Meeting**

- Annual reports presented and other Chapter business conducted.

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**June****General Membership Meeting/Annual Chapter Banquet**

- Annual Chapter awards meeting.
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## Requirements Summary

The information below summarizes the requirements needed to accomplish an action.

<b>Action</b>	<b>Requires</b>	<b>Reference</b>
<b>Transact Business – AdCo and Membership Meetings</b>		
To transact business at any AdCo meeting	<p>Majority vote of AdCo directors present, a quorum having been established</p> <p>Quorum defined as a majority of the entire AdCo</p>	<p>Chapter Bylaws:</p> <p>Article III – Administrative Requirements</p> <p>Section 8 – Quorum and Voting</p>
To transact business at all meetings of the voting Chapter members	<p>Majority vote of Chapter membership present, a quorum having been established</p> <p>Quorum defined as the lesser of either:</p> <ul style="list-style-type: none"> <li>• 10% of all voting members, OR</li> <li>• 100 voting members</li> </ul>	<p>Chapter Bylaws:</p> <p>Article II - Members</p> <p>Section 12 – Quorum, Voting, and Proxies</p>
<b>Special Meetings – AdCo and Membership</b>		
To call special meeting of the AdCo	<p>May be called by:</p> <ul style="list-style-type: none"> <li>• Chapter President, OR</li> <li>• Written request of two or more directors</li> </ul> <p>At least one day before date of special meeting, written notice of meeting given to each director.</p>	<p>Chapter Bylaws:</p> <p>Article III – Administrative Requirements</p> <p>Section 7 – Special Meetings</p>



<b>Action</b>	<b>Requires</b>	<b>Reference</b>
To call special meeting of voting members	<p>May be called:</p> <ul style="list-style-type: none"> <li>• By majority of AdCo,</li> <li>• By Chapter President, OR</li> <li>• When 10% or more of voting members submit written request to AdCo</li> </ul> <p>At least 30 days, but no more than 60 days before date of special meeting, written notice of meeting sent to each voting member.</p>	<p>Chapter Bylaws: Article II - Members Section 11 – Special Meetings</p>

### **Nominations – AdCo Director Positions**

To nominate a candidate for a AdCo director position	<p>Petition:</p> <ul style="list-style-type: none"> <li>• Signed by 10% of Chapter membership, AND</li> <li>• Received by President at least 45 days before annual election</li> </ul>	<p>Chapter Policies and Procedures: Section 5 – Elections &gt; Nominations</p>
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### **Elections – AdCo Directors**

To elect an AdCo director	A plurality of the votes cast	<p>Chapter Policies and Procedures: Section 5 – Elections &gt; Voting Process &gt; Election Results</p>
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<b>Action</b>	<b>Requires</b>	<b>Reference</b>
<b>Approvals – Standing Committee Managers</b>		
To approve President’s appointment of standing committee	Approval by majority of AdCo directors present at August AdCo meeting, a quorum having been established	Chapter Policies and Procedures: Section 4 – Committees > Standing Committees
<b>Bylaws - Amendments</b>		
To initiate proposal to amend bylaws	<ul style="list-style-type: none"> <li>• Resolution adopted by AdCo, OR</li> <li>• Petition signed by at least ten percent of Chapter members</li> </ul>	Chapter Bylaws: Article VI – Amendments Section 1 (Power to Amend)
To adopt amended bylaws	<p>After first receiving Society approval:</p> <ul style="list-style-type: none"> <li>• Affirmative vote of two-thirds of AdCo at a meeting where quorum is present, OR</li> <li>• Affirmative vote of two-thirds of voting members at annual or special meeting at which quorum is present (notice of voting must be given at least 30 days prior to date selected for voting)</li> </ul>	Chapter Bylaws: Article VI – Amendments Section 1 (Power to Amend)

<b>Action</b>	<b>Requires</b>	<b>Reference</b>
<b>Policies and Procedures - Amendments</b>		
To initiate proposal to amend policies and procedures	Majority of AdCo directors must pass a resolution declaring amendment is needed	Chapter Policies and Procedures: Section 6 – Amendments > Amendments to Policies and Procedures
To adopt amended policies and procedures	Affirmative vote by majority of voting AdCo directors, a quorum having been established	Chapter Policies and Procedures: Section 6 – Amendments > Amendments to Policies and Procedures