



National Association of Women in Construction  
*Pre-Annual Board of Directors' Meeting*  
Hyatt Regency Orange County  
Garden Grove, CA  
Tuesday, August 15, 2017

## SUMMARY OF ACTIONS

**ACCEPTED** – The Consent Agenda as amended.

**ADOPTED** – The Treasurer's Report and YTD 2016-2017 financial report as submitted.

**APPROVED** – To change Standard Bylaws for Affiliated Chapters, Article VII Meetings, Section 1 to read:

Section 1: The Chapter shall hold a minimum of ten (10) meetings per year, of which at least **four (4)** shall include the official Chapter and Association business. Whenever necessary, at the discretion of the Board of Directors, the date, time, and place of a regular meeting may be changed.

**APPOINTED** the Marketing and Promotion Task Force

**RETIRED** – The EVP Succession Planning Taskforce.

**RETIRED** – The Organization and Expansion Taskforce.

**APPROVED** - To change the Model of the Articles of Incorporation for Chapters, Article VII (f) to read:

(f). DISSOLUTION OR LIQUIDATION. In the event of dissolution or liquidation, all assets of the Corporation remaining after payment of any debts shall be transferred to **either the NAWIC Education Foundation (NEF) and/or NAWIC Founders Scholarship Foundation (NFSF)**.

**APPROVED** - the additions and changes to verbiage to **NAWIC Guidelines for Chapter Mail Ballots** to read:

### CHAPTER STANDING RULES

Each chapter should decide if the election of officers, delegates, and occasional propositions should be handled by Mail Ballot or by vote at a Regularly Scheduled Meeting. Once the chapter decides what method will best meet their needs, the selected method **shall** be adopted as a chapter standing rule, **as required by Standing Rule #1**. This election method should not switch back and forth at the will of the presiding officer. **Every chapter must check their State law to verify the legality of mail ballots. (9/14)**

### MAJORITY VOTE

The selection receiving more than half of votes cast is known as Majority Vote. The NAWIC Bylaws specify majority vote for mail ballots.

### MAIL BALLOTS

A mail ballot election is handled slightly differently than a voice vote or roll call election. Special instructions for filling out the ballot and the ballot's disposition are given. A tellers committee (~~also called the election committee~~) is appointed by the presiding officer to receive and count the ballots. Appointed tellers ~~or election committee~~ members should not be candidates. All of the necessary details must be planned ahead and explained explicitly to the voting members to ensure their understanding. (i.e. Mark only one candidate for each office.)

When authorized by the bylaws, a vote by mail can increase the representation of the voting membership. It should be reserved for important matters and should guarantee secrecy. The mailing list of voters should correspond to the official roll of the voting members. The secretary should furnish the Head Teller with the Official List of voting Chapter Members including addresses. Voters should be sent: (1) the preprinted ballot with explicit voting instructions. The instructions must specify the deadline date for

receipt of the ballot, i.e. postmark date. (2) A self-addressed return envelope with the name and address of the Head Teller, for enclosing the ballot envelope with the ballot sealed inside and a specified area for the member's signature. This will allow the **Election Teller** Committee to verify the validity of the vote without knowing how the individual voted. (9/10).

The Head Teller should accumulate the sealed ballot envelopes and deliver unopened to the **Election Teller** Committee Meeting. The envelopes are opened at the **Election Teller** Committee Meeting and are handled in the following manner:

- 1) Verify the signature of the voter against the Master Check-Off List.
- 2) Remove the ballots from the envelope.
- 3) Place all ballots in the ballot (receptacle) box (do not unfold). Special care should be taken to insure accuracy and secrecy of the vote. When all envelopes have been opened and ballots placed in receptacle or ballot box, tabulation should begin.

#### ILLEGAL BALLOTS

When recording votes, the tellers occasionally may come across ballots that cannot be credited to any candidate or proposition, such as blank ballots. Blank ballots are ignored. A vote for a fictitious candidate or illegible ballots are treated as illegal ballots and noted as such. It is the teller's responsibility to accurately reflect the will of the members – if a name is misspelled, but clearly identifiable, it should be counted and not treated as an illegal vote.

**BALLOTS MUST BE KEPT IN A LARGE ENVELOPE AND TAKEN TO THE NEXT MEETING. THEY SHOULD NOT BE DISPOSED OF UNTIL AN ELECTION IS DECLARED. A MOTION SHOULD BE MADE ONCE THE ELECTION HAS BEEN DECLARED TO DISPOSE OF THE BALLOTS.**

**APPROVED** - The merger of Greater East Bay Chapter #30 with San Francisco Chapter #19

**DEFERED** - The request for continuation of the Industry Outreach Taskforce for 2017-2018 to the 2017 Post-Annual Meeting.

**APPROVED** - The transfer of Coastal Georgia Chapter #380 from the South Atlantic Region to the Southeast Region.

**APPROVED** - The Chapter Status Report as amended.