

Sub and ad-hoc Committee Chairperson Election Process

1. Term of Office

- a. The term of office shall be one year: **October 1 to September 30**
- b. In the event a chairperson is unable to complete the term of office, a new chair shall be elected to serve for the remainder of the unexpired term. In such a case, the timelines below will be adjusted accordingly.

2. Eligibility and Declaration of Candidacy

- a. All CoC subcommittees are chaired or co-chaired by members in good standing. All committee members in good standing are eligible to run for chair of the committee.
- b. The **September** election process will be announced at the **July** committee meeting
- c. All interested member/s shall provide a written statement declaring their candidacy to the committee at the **August** meeting

3. Voting

- a. The annual election shall be conducted during the **May** meeting
- b. All election dates/voting shall be shared in advance with full Membership
- c. Only committee members in good standing and present at the **May** meeting are eligible to vote. There are no proxy votes for co-chair elections.
- d. The Collaborative Applicant shall assist the CoC in conducting the election.

4. Selection

- a. If no committee member submits his/her written intention to run for committee chair by the **April** meeting, nominations shall come from the floor at the **May** meeting, and the election shall proceed as described above.
- b. Results of the election shall be reported to the Board and full Membership at the next scheduled meetings.
- c. If no one chooses to run for committee chair, the CoC Governance Committee (in consultation with current committee co-chairs) shall recruit a committee member to serve.

5. Election Disputes

Any disputes regarding the election process shall be forwarded to the Governance Committee to be addressed at the next scheduled meeting.

6. Committee Chair Removal

If a Committee chairperson misses two (2) consecutive meetings (without proper notification) or is not fulfilling their duties as co-chair (per the CoC Co-Chair Position Description) the Committee must notify the ACCH Governance Committee in writing. Governance will determine a plan of action, which may include directing the committee to hold an election to fill the abandoned position.