

# Election of Officers



## **ARTICLE V**

### **Officers**

#### **Section 1 - Officers**

The officers of the HSPC shall consist of:

- a) Chair
- b) Vice-Chair
- c) Secretary

Other offices may be created as needed.

#### **Section 2 - Electoral Process**

The HSPC shall elect all officers from its membership. Only parents of currently enrolled children are eligible to hold an office.

- a) Election of officers shall be held at the first meeting of the newly-elected Policy Council of each year.
- b) Nominations for candidates will be made from the floor by voting members and shall be elected by the majority of the votes cast.
- c) No write-in votes or absentee ballots will be accepted for or by any member.

#### **Section 3 - Term of Office**

Each officer will be elected to serve a term of one (1) year as officer.

#### **Section 4 - Duties of Officers**

- a) The Chairperson shall:

- 1) Preside at all meetings of the HSPC;
- 2) Appoint committee members from the HSPC with the approval of the HSPC; and
- 3) Call meetings as deemed necessary and allowable under the Texas Open Meetings Act.

- b) The Vice-Chairperson shall:

- 1) Perform the duties of the Chair, in the absence of the Chairperson; and
- 2) Assume the duties of the Chairperson should a vacancy occur in the office of the Chair.

- c) The Secretary, with the assistance of City staff, shall:

- 1) Keep and maintain a current list of the names, addresses and contact information of the membership with the assistance of the City staff;
- 2) Maintain a record of voting results at meetings; and
- 3) Perform the duties of the Chair in the absence of both the Chairperson and the Vice-Chairperson.

d) The Officers shall coordinate so that an officer attends meetings of the Community Action Advisory Board and answers questions as needed regarding the HSPC.