



TWIN CITIES ARMA CHAPTER OPERATING PROCEDURES

OP 1.0 NOMINATIONS / ELECTIONS

The elected officers of the Chapter shall be the President, President Elect, Secretary and Treasurer. All officers, elected and appointed, shall be members in good standing of ARMA International and the Chapter. The Immediate Past President shall serve as Chairperson of the Board. If necessary, the President can appoint a Chairperson of the Nominating/Tellers Committee.

- A. Nomination Procedure. The Chairperson of the Board of Directors shall appoint the Nominating/Tellers Committee. The Nominating/Tellers Committee shall prepare a slate for each elective office to be filled and present the slate to the Board of Directors for review. Nominees shall be members in good standing and be willing and able to serve. In order to be nominated for the position of President Elect, the member must have completed a full term in another Board position.
- B. Election Procedure. The Chair of the Nominating/Tellers Committee shall prepare and send ballots. The ballots shall contain the slate of nominees and provide space for write-in votes. Ballots shall be returned to the Nominating/Tellers Committee within two weeks of sending, to be no later than April 30. The Committee shall count all ballots and certify the results. The nominee receiving the highest number of votes on the ballots shall be declared elected. The Nominating/Tellers Committee shall, prior to the May monthly meeting of the general membership, send to the President the certification of election results, and shall notify each nominee whether he or she has been elected.

OP 2.0 REMOVAL / RESIGNATION PROCESS

Any Board member may be removed from office with cause by a two-thirds vote of the members of the Board, who are qualified to vote, at any regular or special meeting. The vote is based on the entire membership of the Board, not just those in attendance at the meeting.

- A. Any elected officer or appointed director whose conduct shall be considered detrimental to the best interest of ARMA International or the Chapter or who shall willfully exploit the organization for personal gain or otherwise violate the Bylaws as they are written, the Oath of Office or other rules or regulations may be removed from his/her office by a majority rule (more than half) of the Board of Directors.

Any of the following additional reasons may also be grounds for removal, including but not limited to:

- Non-attendance at Board meetings, non-submission of monthly reports, or non-performance of required job duties (*refer to approved Position Descriptions for each Board member's applicable job duties*).
 - Inappropriate use of Chapter funds.
- B. When such action is contemplated in the case of an elected officer or appointed director, he/she shall be entitled to receive specific charges in writing from the Board of Directors and shall, if he/she expresses a desire in writing, be afforded an opportunity for a hearing before the Board of Directors or a special committee appointed by the Board of Directors for this purpose.

- C. Any Board member removed from office under this section shall be ineligible to hold any office, serve on any committees, may not perform the duties of a speaker or represent the Chapter in any manner for at least two terms. A term in this instance is defined as two years.

OP 3.0 COMMITTEES

Section 1 – Standing Committees. Standing Committees are appointed by the President with approval by the Board of Directors unless otherwise specified. All committee members shall be members in good standing of ARMA International and the Chapter. Any recommendations made by a committee that involve changes to operating procedures shall be approved by the Board of Directors. The following are standing committees:

1. Awards Committee. The Awards Committee shall be composed of the Chairperson of the Board of Directors who shall serve as Chair and no less than three members in good standing, appointed by the Chair. If the Chairperson of the Board of Directors is unable to serve as Chair, the vacancy shall be filled by appointment by the President with approval of the Board of Directors.
2. Nominating / Tellers Committee. The Nominating/Tellers Committee shall be composed of the Chairperson of the Board of Directors, who shall serve as Chair, and at least three members in good standing who shall be appointed by the Chairperson of the Board. If the Chairperson of the Board of Directors is unable to serve as Chair, the vacancy shall be filled by appointment by the President with approval of the Board of Directors.

No member of the Nominating Committee, other than the Chair, may be a member of the Board of Directors or be on the ballot. All members of the Nominating/Tellers Committee must be a member of the Chapter for a minimum of one year, and may not succeed themselves (also see OP 1.0 – Nominations / Elections).

3. Program Committee.
 - A. The Director of Programming shall be the Chairperson. The Committee shall consist of at least three members in good standing, subject to the approval of the Board of Directors.
 - B. The Committee is responsible for arranging all programs for the year, except for the annual conference, subject to the approval of the Board of Directors.
 - C. The Committee may assist in arranging for the speakers at the annual conference.
4. Conference Committee.
 - A. The President Elect shall be the Chairperson. The Committee shall consist of at least three members in good standing, subject to the approval of the Board of Directors.
 - B. The Conference Committee is responsible for arranging the annual conference, subject to the approval of the Board of Directors.
5. Audit Committee. The President shall appoint the Committee Chair; the Chair shall be a Board member who does not perform any monetary related tasks in the current or previous program year. The Audit Committee shall consist of three additional members in good standing. One of the Chapter members on the committee can be a Board member who does not perform any monetary tasks in the current or previous program year. The committee is responsible for auditing the Chapter financial statements and reports on an annual basis, prior to the deadline for submitting the Chapter 990 form to ARMA International (this date is determined by ARMA International). The audit will be performed according to the approved procedures. The audit may be performed by an outside party with oversight by the Audit Committee.

Section 2 – Additional Committees. Additional Standing or Special Committees may be created by the President with approval by the Board of Directors. These committees shall have time limited terms of one year.

OP 4.0 RECORDS RETENTION

All Directors are required to adhere to the approved Chapter Retention Schedule and the accompanying guidelines (see TC 1.0 and TC 1.1).

OP 5.0 POST OFFICE BOX

The Chapter has a post office box located in Bloomington, MN. The box renews each September and the cost comes out of the Secretary's budget. The Chapter has two keys to the box (PO Box 202035). Two Board members will be delegated each program year and will be responsible for checking the post office box on a regular basis.

OP 6.0 REGISTRATION WITH THE MINNESOTA SECRETARY OF STATE

It is the responsibility of the incoming President to renew the Chapters' registration with the Minnesota Secretary of State. The registration is renewed each July, and if there is an associated cost, that cost comes out of the President's budget.