

RESUMES FOR HOUSTON CITY COUNCIL BOARD 2017 – 2018

January 9, 2017

It's already that time of the year for the members of Houston City Council to think about running for a council office for board year 2017 – 2018.

I want to really **encourage you**, the members, to consider **running for a council office**. It would be great to have more than one member to run for each of the various offices this next year.

Presidents, **please take time to talk about this in your chapters**, read this to them and pass it around. I have attached short information about what the various board officers do.

Please take all of this in consideration and join in the fun and getting to know members outside of your chapter.

Per our By-Laws/Standing Rules:

Article VI – Nominations, Elections, Terms of office

Section 1. Nominations – at the March meeting the retiring City Council president shall call for the election of a Nominating Committee. This committee shall be composed of five (5) members from the city wide membership elected by plurality vote. The member receiving the largest number of votes shall serve as chairman. No more than one member from a chapter or the current Executive Board shall serve on the Nominating Committee, and no member shall serve two consecutive years.

Section 2. Elections

- A. At the April meeting with retiring Council President presiding, the Nominating Committee shall present nominees for the offices to be filled. One name from the city-wide membership shall be presented for each office. A brief resume of each nominee's qualifications shall be included in the report. Nominations may be made from the floor for any council elective office with the consent of the nominee and including her qualifications.
- B. No member shall be eligible for the office of President Elect unless she has served as president of a chapter for at least six (6) months.
- C. Elections shall be by voice unless there are two (2) or more candidates for the same office, in which case the vote shall be by ballot and a majority shall elect. If no member receives a majority vote, then there shall be a run-off between the two candidates receiving the highest votes.

- D. Only duly elected representatives or a representative's alternate from the chapters within this council may vote at meetings of the organization.

Section 3. Term of Office

- A. The elected officers shall hold office for a term of one year effective the first day of May or until a successor is elected. No member may serve more than two consecutive years on city Council Executive Board. Only one member from a chapter may serve as a City Council officer in any given year. An officer who has served more than one-half (1/2) of a term is considered to have served a full term in that office.
- B. Installation – New officers shall be installed by the retiring City Council President in the presence of the membership at Founder's Day.

Duties of Officers of Houston City Council

President Elect:

- a. Perform any and all duties of the President in the event of her absence, or inability to serve
- b. Serve as official hostess of Houston City Council, Chair Founder's Day observance and Summer Social (usually held in July)
- c. Be property custodian for council
- d. Automatically serve as President the following year

Vice President:

- a. Serve as chairman of the Membership Committee
- b. Introduce and welcome all transferees and guests who attend the City Council meetings
- c. Provide a transferee list and prospective member list when available at City Council meetings
- d. Assist the President-Elect as needed

Recording Secretary:

- a. Keep the records and minutes of all City Council meetings and its Executive Board
- b. Maintain a roll and record of all members of City Council present and absent
- c. Mail or email copies of the minutes to Executive Board members, chapter presidents, and the International office within ten (10) days after each meeting.

Corresponding Secretary:

- a. Be responsible for the correspondence of City Council
- b. File the City Council officers' names with the local Chamber of Commerce and other desirable directories
- c. Be responsible for maintain a list of members' email addresses and relaying City Council information to chapters via e-mail when necessary

Treasurer:

- a. Collect all monies and keep an accurate record of all receipts and disbursements
- b. Make an oral report and provide an electronic backup to the President at each meeting.
- c. Provide the Secretary a written report monthly to be included with the City Council minutes
- d. Pay only those expenses accompanied by receipts, subject to Committee Chair, Executive Board and City Council approval
- e. Include reconciled bank statements, copy of previous audit, and copy of current By-Laws with Treasurers books when presented for audit.
- f. Furnish prior notice of all City Council dues and or assessments
- g. Prepare a proposed budget (see Article XI, Section 4) which reads: The treasurer, with the Executive Board consultation, shall prepare a proposed budget for the incoming year and present the proposed budget to City Council at the June meeting.
- h. Shall maintain Treasury books on computer and software provided by City Council.

Board members attend the council meeting each month and one board meeting each month. It is really fun to work on the board, and I truly hope you can see no one office is really hard to maintain and function.

So please think about this, fill out a resume, and have it turned in by the March council meeting to me, Kathye Allen. If you have any questions, feel free to call me, and I will try to help you if you are considering one of the offices for next year.

**Give Completed Form to Kathy Allen, HCC President
No Later Than March Council Meeting**

**RESUME FOR OFFICE
HOUSTON CITY COUNCIL BOARD**

NAME _____
CHAPTER _____

DEGREE _____
CHAPTER NUMBER _____

1. **Please select the office or offices for which you would like to be considered and denote your 1st choice, 2nd choice and 3rd choice.**

- | | |
|--|--|
| <input type="checkbox"/> President-Elect | <input type="checkbox"/> Corresponding Secretary |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Recording Secretary | |

2. List offices held and committees chaired at the City Council Level:

- | | | |
|--|---|-------------------------------------|
| <input type="checkbox"/> President | <input type="checkbox"/> Legacy Tea | <input type="checkbox"/> CAPA |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Fashion Show | <input type="checkbox"/> PRISM |
| <input type="checkbox"/> Recording Secretary | <input type="checkbox"/> Founder's Day | <input type="checkbox"/> Service |
| <input type="checkbox"/> Corresponding Secretary | <input type="checkbox"/> Sweetheart Ball | <input type="checkbox"/> Wick |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Summer Social | <input type="checkbox"/> Membership |
| <input type="checkbox"/> Parliamentarian | <input type="checkbox"/> Publicity | <input type="checkbox"/> Audit |
| <input type="checkbox"/> Scrapbook/Historian | <input type="checkbox"/> State Convention | |
| <input type="checkbox"/> Directory | <input type="checkbox"/> Area Convention | |
| <input type="checkbox"/> Other(s) _____ | | |

3. List offices held and committees chaired at the Chapter Level:

- | | | |
|--|---------------------------------------|------------------------------------|
| <input type="checkbox"/> President | <input type="checkbox"/> Membership | <input type="checkbox"/> Scrapbook |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Publicity | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Recording Secretary | <input type="checkbox"/> Service | |
| <input type="checkbox"/> Corresponding Secretary | <input type="checkbox"/> Social | |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Ways & Means | |
| <input type="checkbox"/> Other(s) _____ | | |

4. List honors received and indicate if from International, City Council, Chapter or an outside source:
