

Board Roster Procedures:

Please note that information can be input by drop down box or manually typed in.

- Fill out Agency's Name.
- Click the drop down box to pick the year.
- Fill out the date of meeting.
- Click the drop down box to check off if the meeting was the Annual meeting, a Special Election, or a Regular Board Meeting.
- Write in the Agency's name again in the certification portion.
- Get the Board Secretary to sign and type in his or her name and fill in the date that he or she signed their name.
- Fill in the Board member's Title (Mr./Ms.), First and Last Name (no need to put Last, First), Address, City, Zip Code, Phone Number, click Yes or No if the member is 60+, Occupation, and E-mail.
- Fill in their First term and Second term, if applicable. There is a drop down for the month and year. If you are manually typing, the month must be capitalized and spelled out correctly. If it is not, an error message will pop up.
- If the Member is an officer, click the drop down to pick which office they were elected to. Then click the next drop down to fill out if they are on their 1st or 2nd term in that particular office. Then write the **current year** that they were elected into that office. Only add the current year, do not add past years even if they are in the same office for a second year.
- If the Board member was elected to a Temporary Replacement term due to someone resigning, be sure to fill out the next section.
- Fill out the Name of the Board member that resigned, the month/year they resigned, and their original elected term.
- Fill out the Temporary Replacement Term for New Member:
 - A. If the member was elected at the Annual Meeting, and the unexpired term is less than 18 months, the member will only have a Temporary Replacement term will be listed from that meeting month/year until the next Annual Meeting and *will not* have a First term.
 - B. If the member was elected at the Annual Meeting, and the unexpired term is more than 18 months, the Temporary Replacement Term will be left blank and their 1st term will be listed from that meeting month/year to the end of the resigned member's original term.
 - C. If the member was elected at a Regular Meeting/Special Election, the Temporary Replacement Term will be listed from the month/year that the New Member was elected until the next Annual Meeting. The member will not have a 1st term unless they are re-elected at the Annual Meeting and the unexpired term is over 18 months. At the next Annual Meeting, the member will need to be officially elected to fill the rest of the unexpired term. If re-elected, the First term will be listed from the date of the Regular Meeting/Special Election to the end of the resigned member's original term.

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Example 1:

Resigned Board Member:	Elvis Presley	Original Elected Term for Resigned Member:	01/2011-01/2014
Date Member Resigned:	05/2012	Temporary Replacement Term for New Member:	06/2012-01/2013

Please note:

- Whenever a position on the board becomes vacant during the year, the board shall elect a temporary replacement within 60 days (30 days if the Board Member is an Officer). The replacement shall serve until the next Annual Meeting, at which time a successor shall be elected by the membership to fill the vacancy for the remainder of the unexpired term. A person elected to fill an unexpired term for at least 18 months shall be considered to have occupied the position for a full term. If the term is under 18 months, the Member may then be elected to a new three year term.
- A Board Member that is elected to a Temporary Replacement Term will only have a First Term if they are officially elected by the membership at the next Annual Meeting to fill the vacancy for the remainder of the unexpired term of the resigned member . If elected, their First term would then be the date they were elected to fill the temporary term until the end month/year of the of the resigned member's original term.
- Keep Temporary Replacement information throughout duration of the Member's Term. This will help keep 1/3 staggered terms correct.
- If there is any additional information you would like to add, please add a sheet with notes and attach it to the last page of the Board Roster.
- When a Board Member resigns, notify GOEA via e-mail. Once an election occurs to elect temporary replacement Members, a new Roster should be sent to GOEA for review and approval. Be sure that the date is updated as well as what kind of meeting was held.
- Any officer can sign the Board Roster in Lieu of the Board Secretary if he or she is not present.
- If a member is elected at a Regular Meeting/Special Election, they will need to be officially elected to fill the remainder of the unexpired term of the resigned member at the next Annual Meeting. If the member was elected at the Annual Meeting, their term was official then and will not need to be re-elected.