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February 2010

TO: Chicago Lake Shore Chapter Members

FROM: 2010-2011 Chicago Lake Shore Chapter Committee on Nominations

SUBJECT: Deadline for Submission of Candidates for 2010-2011 Chicago Lake Shore Chapter Office

OFFICIAL NOTICE: In accordance with Chicago Lake Shore Chapter's Bylaws, Article III, Section 2, you are hereby notified that names and qualifications of candidates for Chicago Lake Shore Chapter office must be submitted no later than March 19, 2010, for consideration.

ARTICLE III – Section 1 – Officers

The Chapter Officers shall be a President, a President-Elect, a Vice President, a Recording Secretary, a Corresponding Secretary and a Treasurer.

ARTICLE III – Section 2 – Qualifications

- A. A candidate for office shall have been a member for at least one year prior to the time of nomination, and shall preferably have served as a Committee Chairman.
- B. A candidate for the office of President shall have served as an officer of this Chapter for at least one full year prior to the time of nomination.

ARTICLE III – Section 3 – Nomination and Election

- A. At least one month prior to the Annual Meeting, the Committee on Nominations shall submit to the members a slate of one or more candidates for each office. Names, educational, professional, and IAAP backgrounds shall be presented in printed form to the Chapter membership.
- B. Nominations may also be made from the floor prior to the election. Names of members so nominated, along with their educational, professional, and IAAP backgrounds shall be submitted in writing to the Nominations Committee, along with the member's consent to run for office.
- C. A majority vote of the members present and eligible to vote at the Annual Meeting shall be required for election, which shall be by ballot, except that if there is but one candidate for each office, the officers may be elected viva voce.
- D. In the event that no candidate receives a majority vote on the first ballot, all but the two highest for such office shall be eliminated and the balloting continued. If the vote remains a tie after the second ballot, the election shall be decided by lot, the manner to be determined by the presiding officer.

ARTICLE III – Section 4 – Term

- A. The term of office shall begin at the close of the June meeting and shall be for one year or until successors are elected,
- B. Officers shall preferably serve no more than two consecutive terms in the same office. Six months or more in an office shall be considered one term.

SUMMARY OF DOCUMENTS FOR SUBMISSION BETWEEN NOW AND MARCH 18, 2010:

Submit one copy of the following items to each member of the Committee on Nominations no later than the postmarked deadline of March 18, 2010.

1. A one page (8 ½ x 11) summary sheet, per the attached format. This summary sheet will be duplicated for release to the Chapter.
2. A photo.
3. Consent to serve

2010-2011 CHICAGO LAKE SHORE CHAPTER COMMITTEE ON NOMINATIONS

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CHICAGO LAKE SHORE CHAPTER OFFICER CANDIDATE RESUME

FOR THE OFFICE OF:

Name:
Address:
City/State/Zip:
E-mail Address:
Submitted by:

EDUCATION (School, Course, Year):
Universities/High Schools(s):
Adult Education Courses:
Study Group Courses (Chapter):
Other (Dale Carnegie, AMA, etc.):

CERTIFICATION STATUS (CPS and/or CAP):
Examination Pass Date: OR # of Sections Passed:

EXPERIENCE: (last 10 years)
Present:
Previous:

IAAP ACTIVITIES:
Chapter: Join Date:

List Offices, Committee Chairmen/Member positions and dates:
Chapter:
Division:
International:

Other IAAP contributions (activity and date):

Attendance: (number attended)
Division Meetings

International Conventions

AWARDS/RECOGNITIONS:

OTHER AFFILIATIONS: (active membership only)

**2010-2011 CHICAGO LAKE SHORE CHAPTER
CONSENT TO SERVE**

I am willing to serve if elected and dedicate the time required to perform necessary duties to the best of my ability. I fully understand that this is a voluntary position, and if for any reason I am unable to participate actively in the assigned work, I understand that I shall be expected to resign.

Signature

Board Position

Date