

OPERATIONAL POLICY/ PROCEDURE

Title: Vacancies Policy	Number:
Cross Reference: Bylaws Article 5, Section 15	
Approved by: Texas State Council BOD	Origination Date: 7/16/2021
Revised by: Bylaws & Policy Committee	Approval Date: 12/2025
	Revision Date: 08/23/2023

I. **POLICY PURPOSE:**

Provide a guideline for the Texas State Council Board of Directors to follow should board position vacancies occur.

II. **POLICY BACKGROUND:**

The Officers of the Texas State Council are the same as Texas State Council Board of Directors and shall be the President, President-Elect, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, Four (4) Directors, and Immediate Past President.

The Qualifications, Elections & Term, Vacancies, Resignation and Removal are described in Article V of the Bylaws of the Texas State Council.

III. **PROTOCOL/PROCEDURE:**

1. If the office of president becomes vacant, the president-elect:
 - a. Shall succeed to the office of president for the unexpired term, and
 - b. Shall subsequently serve the one (1) year term of office of president to which elected.
2. If the office of president-elect becomes vacant, until such time as a special election is held, the office may be temporarily filled by a current member of the BOD as approved by a majority vote of the BOD, or the office may remain vacant.
3. In the event that the office of president and president-elect are vacated during the same year:
 - a. The BOD shall appoint an acting president to serve for the remainder of the term.
 - b. The election of both president and president-elect will be held at the next scheduled election or a special election as determined by the BOD.
4. If the office of secretary becomes vacant, the secretary-elect:
 - a. May succeed to the office of secretary for the unexpired term, and
 - b. May subsequently serve the remainder of the term of office of secretary to which elected.

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- c. In the event there is no secretary-elect, until such time as a special election is held, the office may be temporarily filled by a current member(s) of the BOD as approved by a majority vote of the BOD.
5. If the office of treasurer becomes vacant, the treasurer-elect:
 - a. May succeed to the office of treasurer for the unexpired term, and
 - b. May subsequently serve the remainder of the term of office of treasurer to which elected.
 - c. In the event there is no treasurer-elect, until such time as a special election is held, the office may be temporarily filled by a current member(s) of the BOD as approved by a majority vote of the BOD.
6. A vacancy in the position of director may be filled by the individual who received the next-highest number of votes in the previous election, remain vacant, be appointed by the BOD or may be filled by a special election as approved by a majority vote of the BOD.
7. In the event that the office of president is vacated, the immediate past president may remain as immediate past president for a second term, or the office may remain vacant as approved by a majority vote of the BOD.
8. If the office of Immediate Past President becomes vacant, a previous Texas State Council Past President will be appointed by the Texas State Council President and approved by a majority vote of the BOD.
9. If the office of Secretary-Elect or Treasurer-Elect becomes vacant, until such time as a special election is held, the office may be temporarily filled by a current member(s) of the BOD, appointed by a majority vote of the BOD, or may remain vacant.

Commented [SS1]: What about the option of the Board appointing someone to fill the empty director position? Wasn't that option in the old bylaws. I don't think it's a bad idea to leave that in. It might be a good option if there is only a few months left in that Director term.

Commented [BR2]: I want to make sure our policies are not conflicting each other. This is saying if the President is vacated for example "Josh", then Yvonne would have the option to stay for a second year. But if "Yvonne vacated the office during her original term, who would replace Yvonne? In the COP policy, Yvonne recommended the Chair vacancy would be handled like this: "A previous Texas State Council Past President will be appointed by the Texas State Council President and approved by the Texas State Council BOD." So I think we should add another point to say if the Immediate Past President office is vacated then Yvonne's suggestion should take place. What do you think?