Nominations and Election of
SPEEA Council Officers
June 12, 2015

At the June 12, 2015 SPEEA Council Meeting nominations will be heard and elections held for the 2015 to 2017 Chairman, Treasurer and Secretary.

The roles and duties of the SPEEA Council Officers can be found in section 7 of the SPEEA Constitution and By-Laws.

SPEEA Council Chairman
The presiding officer of a meeting is called the Chairman. The Chairman’s purpose is to serve the will of the assembly rather than to restrain it, to facilitate the expression of its deliberative sense. The Chairman should set an example of courtesy, and shall be impartial on any issue before the assembly. The Chairman is entitled to vote only when the vote is by ballot (but not after the ballots have commenced to be counted), and in all other cases where the Chairman’s vote would change the result.

The Chairman shall preside over the SPEEA Council and the Council Chairman or designee shall be permitted to act as an observer at all Executive Board Meetings.

The SPEEA Council Chairman is an Ex-Officio member of all committees under the jurisdiction of this assembly and shall ensure coordination between Council Committees.

SPEEA Council Treasurer
The Treasurer is responsible to the SPEEA Council for all SPEEA Council funds. The Treasurer shall be accountable to the SPEEA Treasurer for all funds within his/her responsibility. The Treasurer will ensure that funds are deposited and withdrawn from the appropriate accounts, review submissions for accuracy, and ensure that all withdrawals are in compliance with the governing documents, administrative policy, and administrative procedures. The Treasurer is responsible for providing reports at all meetings of the SPEEA Council.

The Treasurer shall perform the duties of the Chairman and/or Secretary in the absence of either or both of these officers.

SPEEA Council Secretary
The Secretary is the recording officer of the SPEEA Council and the custodian of its records except such as are specifically assigned to others. It is the duty of the Secretary to keep a register or roll of the delegates, to notify officers and delegates of their appointments, and to furnish committees with all papers referred to them.

In addition to the above duties, it is the Secretary’s duty to send out proper notices of all called meetings, and of other meetings when necessary, and to conduct the correspondence of the assembly, except as otherwise provided.

Prior to each meeting, the Secretary should make out an order of business for the use of the Chairman showing in order what is necessary to come before the assembly.

The Secretary shall keep minutes of all meetings of the SPEEA Council and committees under its jurisdiction. The Secretary shall perform the duties of the Treasurer in the absence of the Treasurer.