



CNPS General Elections

May 2009

CNPS is undertaking its elections for terms beginning January, 2010 to the State Board and Chapter Council. This memo provides background information on the election process and on the role that members of the CNPS State Board and Chapter Council leadership play.

The Election Process

The overall process for the CNPS election is as follows: Prior to October 1, candidates submit their self-nomination petition to Carol Witham (contact information listed on nomination petition). The petitions and ballots will be assembled and sent to Chapter Council delegates by October 15. The chapters, through their delegates, consider their votes and complete the ballot, which they return to Carol Witham by **November 15, 2009**. The chapters should return the ballot unsigned in order to protect the confidentiality of the ballot, and sign only the envelope in which the ballot is returned. The envelope needs to be signed so that the Leadership Development Committee can check for missing ballots. The Leadership Development Committee counts the ballots and announces the result by the end of November, 2009.

Candidates who miss the October 1 deadline can run as write-in candidates. The Leadership Development Committee suggests that write-in candidates circulate petitions on the standard form to the chapter delegates.

The Self Nomination Process

Interested candidates are encouraged to submit a completed nomination petition (form on pages five to six of this memo) by **October 1, 2009** to Carol Witham.

The following positions are open beginning 2010:

Board President (2010-2011)	Chapter Council Chair (2010)
Board Secretary (2010-2011)	Chapter Council Vice-Chair (2010)
Three Directors (2010-2011)	Chapter Council Secretary (2010)
One Chapter Council Representative on the Board (2010-2011)	

On pages three and four of this memo you will find a summary of the jobs of the officers and directors of the State Board and Chapter Council.

Below is a listing of the CNPS State Board and Chapter Council leadership for 2009 and their terms.

President: Brett Hall (2009)
Vice-President: Carol Witham (2009-2010)
Treasurer: Brad Jenkins (2009-2010)
Secretary: Lynn Houser (2008-2009)
CC Representatives: Brian LeNeve (2008-2009), Lauren Brown (2009-2010)
Directors (2008-2009 term): Vince Scheidt, Alison Shilling, one vacancy
Directors (2009-2010 term): Ellen Dean, Jane Hicks, Arvind Kumar

Chapter Council Chair: Kevin Bryant (2009)
Chapter Council Vice Chair: Larry Levine (2009)
Chapter Council Secretary: Laura Camp (2009)

(Note: CC positions are 1 year terms)

What Skills and Attributes are Needed on the Board?

Fundamentally, the CNPS board needs people who are thoughtful, willing to work as a team, and interested in assisting with the higher levels of organizational oversight such as maintaining financial health, accomplishment of the strategic plan, and oversight of the Executive Director. We are also looking for people with expertise in fundraising, public relations, publishing, and contacts with other organizations and individuals including business, media, conservation, foundations, academia, and publishing.

These positions are open to any CNPS member. To become a candidate, it is necessary to complete the self-nomination petition on the last page of this memo, including the required endorsement from a chapter or five CNPS members.

Honor All Candidates!

The CNPS bylaws encourage competitive elections. Everyone who runs as a candidate for a CNPS leadership position is to be praised. All CNPS members need to join the Leadership Development Committee in saluting all candidates.

More Information and Assistance

Please call any member of the Leadership Development Committee if you have any questions. Thank you very much!

CNPS Leadership Development Committee

Carol Witham, (916) 452-5440, cwitham@ncal.net
Brian LeNeve, (831) 624-8497, leneve@redshift.com
Ellen Dean, (530) 759-9273, eadean@omsoft.com

CNPS State Board Member General Job Description

A member of the CNPS State Board is expected to take fiduciary responsibility for the management, programs, and financial health of CNPS, and, with guidance from the Chapter Council, determine the strategic future of CNPS. A CNPS Board member needs to be familiar with the CNPS bylaws and organizational structure and to abide by it. Board members are also asked to represent CNPS's work and its value to the community.

Board members are asked to travel to and attend seven meetings a year or attend via teleconference. Reimbursement is available for travel and lodging expenses. Three of these meetings are held at the CNPS State Office in Sacramento. The other four meetings are held at other locations around California. Additional meetings may occur by teleconference. Board members are asked to familiarize themselves with financial and program reports and to thoroughly prepare themselves prior to meetings.

Board members are asked to actively participate in at least one committee. The established committees are the Executive, Finance, Fund Development, Leadership Development, Strategic Planning & Evaluation, and Membership Committees.

All members of the Board are expected to participate in fundraising by making a meaningful personal gift or by supporting the CNPS fundraising effort.

Board members who represent the Chapter Council have reduced expectations regarding committee work because of their need to communicate and engage with the Chapter Council and its leadership.

Board members are also asked to disclose any potential monetary and professional conflicts of interest they may have to the Board.

The particular responsibilities for each position are summarized on the next page.

Job Descriptions

Board President

The President is the chief officer of the Corporation. The job of President includes: organizing and chairing meetings of the Board of Directors; ensuring the effectiveness of the Board Committees; supervising the Executive Director on behalf of Board of Directors; and chairing the Executive Committee, ensuring its success as a resource to support the Board of Directors. This position has a 2-year term of office.

Board Secretary

The Secretary has overall responsibility for all record keeping for the Corporation. The Secretary provides notice to Board Members of meetings and actions, and keeps, or supervises the keeping of, the minutes for meetings of the CNPS State Board and other records the Corporation. This position has a 2-year term of office.

Director

The job of a Director on the Board is summarized in the job description for Board Member above. This position has a 2-year term of office.

Chapter Council Representative

The Representatives of the Chapter Council on the Board serve as Directors on the Board with the same rights and duties of other Directors. In addition, the Chapter Council Representatives are asked to aid communication between the Board and the Chapter Council. This position has a 2-year term of office.

Chapter Council Chair

The Chair of the Chapter Council organizes and presides over meetings of the Chapter Council. The Chair of the Chapter Council communicates with the Board. This position has a 1-year term of office.

Chapter Council Vice Chair

The Vice-Chair of the Chapter Council assists the Chair of the Chapter Council and presides in the absence of the Chair of the Chapter Council. This position has a 1-year term of office.

Chapter Council Secretary

The Secretary of the Chapter Council is responsible for all record keeping for the Chapter Council. This position has a 1-year term of office.

California Native Plant Society

Candidate Petition for Officer or Director State Board and Chapter Council

Return to Carol Witham by October 1, 2009 by Fax (916-452-5440) , email (cwitham@ncal.net), US mail (1141 37th Street, Sacramento CA 95816)

1. Name: _____ **Address:** _____
Telephone: _____
Fax: _____
Email: _____
When You Prefer Telephone Calls: _____

2. Candidate For (check or list one only):

- | | |
|--|---|
| <input type="checkbox"/> President (2010-2011 term) | <input type="checkbox"/> Chapter Council Chair |
| <input type="checkbox"/> Secretary (2010-2011 term) | <input type="checkbox"/> Chapter Council Vice-Chair |
| <input type="checkbox"/> Board Member (2010-2011 term; three openings) | <input type="checkbox"/> Chapter Council Secretary |
| <input type="checkbox"/> Chapter Council Representative (2-year term) | |

3. Chapter Affiliation: _____ **How Long A CNPS Member?** _____

4. Please list positions you have held in CNPS chapters or state organization:

5. What specialized skills would you bring to the job?

6. What other experience do you have in governance, finance, administration, or fundraising?

7. How would you help the Board or Council do its job as described in the CNPS Bylaws (sec. B-4, C-2) (http://www.cnps.org/cnps/admin/pdf/bylaws_amended_20070602.pdf)?

8. How would you work to implement the Society's programs and expand its service?

I hereby submit this nomination petition and certify that I am a CNPS member in good standing:

Signed: _____ Printed Name _____

Required endorsement for Candidates for Chapter Council Officers:

This nomination petition submitted is endorsed by the _____ Chapter of CNPS.

Name: _____

Position in Chapter: _____

Required endorsement for Candidates for Board Member positions including officers
(endorsement by a chapter **OR** five CNPS members required):

This nomination petition submitted is endorsed by the _____ Chapter
of CNPS.

Name: _____

Position in Chapter: _____

Alternate endorsement (five CNPS members):

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____