**CAMBRIDGE ASSOCIATION OF NEIGHBORHOODS (CAN)**

**Procedures for Board Elections**

**Adopted: December 18, 2019**

1. Pursuant to CAN Bylaws at Article VIII, Section 1, all nominations for Board positions must be forwarded to the Nominating Committee at least 30 days prior to the date of the election.
2. As soon as possible following the close of nominations on the 30th day prior to the election, the Nominating Committee, in consultation with the Treasurer, shall certify any nominee who was a member in Good Standing as of the close of nominations. Such certified members in Good Standing shall be placed on the election ballot.
3. The Secretary shall inform all CAN Members of the certified nominees no later that 14 calendar days prior to the election.
4. All members in Good Standing as of the close of nominations on the 30th day prior to the election shall be eligible to vote in the election.
5. Any member eligible to vote in the election may request an absentee ballot to be submitted to the CAN Secretary at least **seven (7) days** in advance of the meeting.
6. The CAN Treasurer and CAN Secretary (or designees) shall provide each member in Good Standing with the election ballot upon arrival at the Annual Business Meeting.
7. The election shall be conducted by the CAN Vice President (or designee) as Chair of the Nominating Committee.
8. Election to office shall require a majority vote of the members present and voting.
9. Two members of the Board who are not on the ballot shall count the votes and announce the results prior to the close of the meeting.

**APPENDIX: RELEVANT SECTIONS OF CAN BYLAWS**

**ARTICLE III. MEMBERSHIP.**

**Section 3. Membership Requirements.** All individuals and organizations subscribing to the purposes and objectives of CAN and owning property, residing or operating a business within the area described in Article XV of these Bylaws shall be eligible for membership. A member shall be described as being in “Good Standing” upon payment of the dues established by CAN for the term that is established.

**Section 4. Voting Rights.** Each individual member in Good Standing shall be entitled to one vote on any matter requiring a vote by membership. Each organization in Good Standing shall be entitled to one vote on any matter requiring a vote by membership . . .

**Section 5. Eligibility for Office.** All members in Good Standing residing within the boundaries described in Article XV, shall be eligible to serve on the Board of Directors.

**ARTICLE IV. MANAGEMENT.**

**Section 1. Board of Directors.** The management of CAN shall be vested in the Board of Directors consisting of four (4) officers (President, Vice President, Treasurer and Secretary) and seven (7) Board members. The Directors shall be elected by and from membership who are eligible to hold office. The number of Directors may be increased or decreased by amendment to these Bylaws by a general membership vote.

**Section 3. Annual Business Meeting.** The Board of Directors shall hold an Annual Business Meeting of the membership of CAN during the month of January for the election of Directors and for the transaction of such other business as may properly come before the meeting. All matters including the election of Directors shall be decided by the majority vote of the members present and voting. Absentee votes are permitted if submitted to the Secretary **seven (7) days** in advance of the meeting.

**Section 7. Terms of Service**. Members of the Board of Directors shall be elected by majority vote of the membership present at the Annual Business Meeting. All Directors shall enter upon their official duties upon being elected. Members are elected for staggered terms of two (2) years, so that no more than half of the Board members’ terms shall expire in a given year . . . Board members may serve no more than four consecutive terms. There must be an interval of one year before they may again seek election to the Board. This gap in office does not apply to committee chairmanships or other appointed positions.

**ARTICLE VIII. COMMITTEES.**

**Section 1.**

**Nominating Committee:**

The Nominating Committee shall be Chaired by the Vice President and include at least three (3) other voting members of CAN. The committee will meet at least sixty (60) days before the Annual Business Meeting to nominate candidates for election to the Board of Directors. Nominations for the Board of Directors may also be taken from the membership if received 30 days before the meeting.