

- (d) Voting may be conducted using web-based technology or systems, or other balloting system as determined by the Chief Executive Officer, in consultation with the Executive Committee. Votes cast shall be verified, counted, and securely stored by the Association or its designated elections services provider.
- (e) No ballots other than the official Association ballots and no write-in candidate votes will be counted.
- (f) Any irregularities, questions, or concerns arising from the receipt of any ballot or vote identified by the Association or its designated election services provider shall be promptly referred to the Nominations Committee for resolution consistent with Association bylaws, policies, and procedures.
- (g) Candidates for executive office who receive a majority of the votes cast for their respective office shall be considered duly elected.
- (h) A tie in the vote count for any executive office shall be resolved by a coin toss between the two tied candidates, or the drawing of a name in the case of three or more tied candidates, to be conducted by the Chief Executive Officer and the Chair of the Nominations Committee, in the presence of the affected candidates when possible, before the commencement of the Annual Business Meeting.
- (i) Newly elected officers shall be announced no later than the conclusion of the Association annual conference.

## **RULE II: DUTIES OF STATE-WIDE OFFICERS**

### **Duties and Terms of the Executive Officers**

- **President.** The President is the Chief Elected Officer of the AFC and represents the AFC in matters pertaining to the Association. The president presides at all meetings of the Board of Directors and Executive Committee of the Board and coordinates agenda material with the Chief Executive Officer. The President appoints the Parliamentarian and members of Standing Committees and other committees as authorized by the bylaws. He/She works with the Chief Executive Officer to see that basic policies and programs which will further the goals of the Association are planned, formulated, and conducted annually. The President also promotes interest and active participation in the Association on the part of the membership and reports activities of the Board and the Association to members by means of letters, publications, or speeches and presents a report at the annual conference. With the Chief Executive Officer, he/she acts as spokesperson for the Association to the press, the public and legislative bodies. In conjunction with the Chief Executive Officer, the President helps, recommends, and seeks approval for an annual budget and sees that the finances of the Association are audited annually. The President is responsible to the Board of Directors and to the membership, ensuring that the programs and policies of the Association reflect the needs and aspirations of the membership, and consulting and advising with the Chief Executive Officer on all matters pertaining to Association policies. The President is the ultimate spokesperson on all matters on behalf of the Association. The President serves one year.
- **President-Elect.** The President-Elect performs the duties of the President during the President's absence. Additionally, the President-Elect coordinates the activities of the Standing Committees and shall serve as liaison between those committees and the Executive. The President-Elect shall accompany and/or assist the President as he/she carries out the duties of that office. The President-Elect shall serve as the Chair of on the Nominating Committee and perform those and other duties as assigned by the President. The President-Elect serves one-year and assumes the office of President at the end of his/her term. \*
- **Vice President for Commissions:** The Vice President for Commissions serves one-year and manages commission activities and as a liaison between the commissions and the Executive Committee. He/She shall advise persons seeking commission leadership of their responsibilities prior to accepting office, shall advise those who are elected of their responsibilities throughout their term of office, and shall work with those commissions who need assistance. In addition, this officer shall perform other duties assigned by the President.