

# Texas Association for Health, Physical Education, Recreation, and Dance

## OPERATING CODE FOR ALL SECTIONS (except Student Section)

### 1. Purpose

- 1.1. The purpose of each section is to promote the development of the area concerned by providing meetings at the summer conference and annual state convention and conducting such projects as the section officers consider advisable.
- 1.2. The Student Section is the only Section to have a separate Operating Code.

### 2. Organization

- 2.1. Membership shall be open to all Professional Members of the Texas Association for Health, Physical Education, Recreation, and Dance.
- 2.2. The officers of the Section shall be the Chair, Chair-elect, Past Chair, and Secretary.
- 2.3. Officers shall be elected at the regular section meeting during the annual state convention by a majority of Professional members present.
- 2.4. In the event that a section fails to elect any of its officers, an appointment shall be made by the President of the TAHPERD, except that the Chair-elect shall succeed to the position of Chair.
- 2.5. In the event of the death, resignation, or removal of a person in the office of Chair-elect or Secretary, the person with the second highest vote in the original election shall assume the office. If this person is unable to serve, the President shall appoint a person for the office.
- 2.6. Officers desiring to resign should do so by letter to the President of the TAHPERD.
- 2.7. Officers may be removed by the President for inefficiency or other just cause.
- 2.8. Each section shall contain an Executive Committee composed of the Chair, Chair-elect, Past Chair, Secretary, and a representative from the Student Section. The Executive Committee shall conduct such activities as are necessary between the annual meetings of the association in order to ensure continuity in the operation of each section.
- 2.9. All elected officers and/or appointed committee Chairs are expected to attend the annual TAHPERD Leadership Conference as well as the annual state convention.

### 3. Election of Officers

- 3.1. General Procedure
  - 3.1.1. Officers shall be elected by a majority vote of Professional Members present at the section meeting.
  - 3.1.2. Voting shall be by secret ballot prepared by the Chair of the section nominating committee or by show of hands of Professional Members present.
  - 3.1.3. The Chair-elect automatically becomes Chair at the end of the convention. Thus the officers to be elected each year are a Chair-elect and Secretary.
  - 3.1.4. To be eligible to hold office, a person:
    - 3.1.4.1. must be a member in good standing
    - 3.1.4.2. must have indicated a willingness to serve if elected;
    - 3.1.4.3. must not have accepted nomination for another office or must not be holding office as Chair or Chair-elect of a Section, Vice President or

Vice President-elect of a Division, or President or President-elect of the Association;

3.1.4.4. must not resign from an office in order to accept nomination from another office.

3.2. Nominating Procedures

3.2.1. The Section nominating committee shall consist of members of the Section Executive Committee, with the Past Chair of the section serving as Chair of the nominating committee.

3.2.2. The nominating committee shall present the names of one or more persons for each of the offices of Chair-elect and Secretary. Such persons must be eligible under the provisions of *Section 3.A.4*, above.

3.2.3. Opportunity shall be given for delegates to make nominations from the floor provided that individuals so nominated are eligible under the provisions of *Section 3.A.4*, above.

3.2.4. The nominating committee shall select the slate of officers by mail or electronic ballot to be conducted by the committee Chair, as follows:

3.2.4.1. Each of the three (3) members of the committee shall rank all candidates for each office with a 1 for first choice, 2 for second choice, 3 for third choice, and so on.

3.2.4.2. Upon receipt of the ballots from the committee, the Chair shall total the ranks for each candidate and select the persons with the lowest totals.

3.2.4.3. A second ballot is held on these persons by ranking 1 through 4. The person or persons with the lowest totals on this ballot become(s) the nominee(s).

3.2.4.4. If there are four (4) or fewer candidates on the original list, a second ballot is unnecessary.

3.2.4.5. If there are fewer than two (2) candidates, no ballot is necessary.

3.2.4.6. The committee Chair contacts the person or persons selected as candidates for each office to reaffirm their willingness to serve. If one declines, the person with the next lowest total on the ballot becomes the nominee.

3.3. The following dates should be observed by all concerned in connection with the selection of nominees:

3.3.1. **December** - *Call for Nominations* is distributed at the annual convention and posted on the TAHPERD website.

3.3.2. **March** - Announcement in the *TAHPERD Journal* inviting members to submit recommendations to the Section nominating committees.

3.3.3. **September 1** - Nominating committee Chair (Section Past Chair) contacts the other members of the Section nominating committee (Executive Committee) asking them to solicit recommendations of prospective nominees from their colleagues and send the names to the TAHPERD office to verify eligibility.

3.3.4. **September 5-Oct 10** - Nominating committee identifies candidate(s) for each office

3.3.5. **October 10-Nov 1** - The Section nominating committee chair confirms with the candidate(s) for each Section office their willingness to serve.

3.3.6. **November 1** - Nominating committee Chair notifies Executive Director of candidates.

3.4. Qualifications of Candidates

- 3.4.1. To be eligible for nomination to a section office, a person must:
  - 3.4.1.1. be a Professional Member in good standing of the TAHPERD;
  - 3.4.1.2. have a professed interest and be actively participating in the area represented by a Section;
  - 3.4.1.3. at the time of nomination, shall not be holding one of the following offices in TAHPERD: President, President-elect, Vice President, Vice President-elect, Section Chair, Section Chair-elect;
  - 3.4.1.4. not have accepted a nomination for any other TAHPERD office;
  - 3.4.1.5. not have resigned from an office listed in Section 3.1.c, above, in order to be eligible for another office.

Approved by the Board of Directors November 1962

Amended:

December	1971
November	1984
April	1986
December	2000
April	2003