

## POLICY

<b>Series:</b>	<b>Governance</b>	<b>COA: GOV 2 GOV 5, GOV 6 ETHICS 2</b>
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<b>Procedure Name:</b>	Election of Officers
<b>Procedure Number:</b>	GOV019
<b>Review Date:</b>	1/31/2020, 6/16/2020, 5/14/2022, 6/15/2023
<b>Revision #/Date:</b>	9/22/2016, 3/8/2019, 5/26/2022, 7/27/2023
<b>Effective Date:</b>	12/8/2011

<b>Applicable to:</b>	Officers of the Governance Board of Directors of Brevard Family Partnership Family of Agencies (BFP FOA) and the BFP Family of Agencies Advisory Board of Directors
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**SUBJECT:** Election of Officers

**PURPOSE:** This policy defines the process of Board Officer Nominations

**Reference:** GOV006 Board Recruitment, GOV009 Board Member Role and GOV011 Governance Model

**POLICY:** The Brevard Family Partnership (BFP) FOA Governance Board of Directors is responsible for governance of the mission, purpose and strategic direction of the organization. Board duties include participation in strategic planning, fiduciary oversight, and policy decision making. To achieve the end purposes of the Board, officers are elected through predetermined criterion established by the BFP FOA Governance Board and governed by the Board Recruitment Committee. This policy outlines the process for nominating and selecting BFP FOA Governance and FOA Advisory Board Officers.

Members must be willing to attend the requisite meetings, follow through on commitments, and participate fully in the decision-making process. The BFP FOA Board members also presents the organization's image to the community and solicits support in achieving the goals of the organization.

**The following are criteria of Board Members for consideration as an Officer:**

- Consistently attend regularly scheduled board meetings in accordance with the stated requirements determined by the BFP FOA Governance Board of Directors.
- A willingness to serve on the executive committee of the Board.
- A minimum of six months of service on the Board of Directors.
- A willingness to attend ad hoc meetings as needed.
- A willingness to provide coverage in the absence of other officers to fulfill those responsibilities.

- Lead and govern according to BFP FOA Board policies.
- Abide by The Carver Governance Model.
- Participate on at least one Governance Board Committee.
- Become informed about the policies and programs of Brevard Family Partnership and the Family of Agencies.
- To the greatest extent possible, participate in fundraising activities and special events sponsored by Brevard Family Partnership and the Family of Agencies.
- Act as an informed advocate of Brevard Family Partnership Family of Agencies.

**Officer Identification Process:**

Annually, in advance of the Annual Business Meeting, the Board Recruitment Committee Chair will review the term limits of BFP Governance Board members.

Members whose terms are up will be informed in writing prior to the Annual meeting and will be recognized for their contributions and service to BFP at the Annual meeting.

The Board Recruitment Committee Chair will present the members whose terms are concluded at the Annual meeting.

In advance of the Annual meeting, the Board Recruitment Committee Chair will review the remaining members in accordance with the predetermined criteria (noted above) for consideration of nomination to an officer role.

It is the intent that as members are identified, approved, and accept officer positions on the Board that there will be a continuity of knowledge and service to sustain the board as new members join and others exit.

To that end, in a succession planning approach, it is intended that those who serve in the Treasurer position will ordinarily be nominated to move to the Vice Chair and ultimately Chair roles when these become vacant. When in these officer positions, the current officer has the right of first refusal for the next officer position. And if the officer cannot or is unwilling to assume the next officer position, the officer should inform the President and Chief Executive Officer and/or Board Liaison as soon as possible to inform the Board Recruitment Committee Chair. Then the Board Recruitment Committee will propose alternate officers or members of the board to be considered or nominated and approved by the board.

Those members under consideration for Board officer positions will be contacted by the Board Liaison or President and Chief Executive Officer to ascertain their availability, willingness, and interest in serving. During these conversations, continuity of officer service will be discussed among other responsibilities to ensure there is clear understanding of the initial and subsequent roles.

Once screened, determined available and willing to serve, the proposed slate of officers will be presented to the Board by the Board Recruitment Committee Chair at the Annual meeting.

The proposed slate of officers will be provided to the full Board seven (7) days in advance of the Annual meeting.

The BFP Governance Board officers will serve as the Board Executive Committee of the BFP Governance Board of Directors.

Approved by the Brevard Family Partnership Governance Board of Directors on July 27, 2023.

AS APPROVED BY THE BOARD OF  
DIRECTORS:



DANIEL P. RODGERS  
Board Chair

Signature Date: 8/22/2023

BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Brevard Family Partnership / Family of Agencies

Signature Date: 8/22/2023