

2016 BOARD DIRECTOR NOMINATION & ELECTION
ANNOUNCEMENT

CHINESE CULTURE CENTER

December 24, 2015

DATE OF ELECTION AND OPEN SEATS:

The Chinese Culture Center (CCC) Board formally announces the 2016 board member election and calls for nomination for board membership:

- 1) The CCC Annual Member Meeting, Board Director Election and Chinese New Year Celebration will be held on February 6, 2015.
- 2) The total number of board directors for the 2016-2017 term will not exceed twenty five (25) people as defined by the CCC by law.
- 3) Based on the number of existing board directors and the length of their current terms, there will be 15 open seats up for election.
- 4) A candidate must receive more than 50% of total votes cast to be elected. If total number of candidates exceeds vacancy, the 15 candidates who receive highest vote count will be selected.
- 5) The CCC board has appointed the following people to serve on the Board Director Nomination & Election Committee
 - ❖ Haiyun Li – CCC Board Director
 - ❖ Xun Zhu – CCC Board Director
- 6) The nomination process begins immediately after this announcement and all nominations **MUST** be received by the CCC Election Committee on or before **January 10, 2016**.
- 7) Please email your nomination to **board@ccc-ct.org**.

NOMINATION PROCESS AND PROCEDURE

Any current member (who has paid the annual membership fee for the 2015-16 school year) of the Chinese Culture Center has the power to either be nominated or nominate another current member.

1. Nominators are permitted to nominate any current CCC member and themselves
2. Each nominee must have a second from current CCC board director
3. Nominator cannot second their own nomination
4. Current board directors can be re-nominated at end of their current term
5. Spouses shall not be nominated nor serve on the Board during the same term
6. The number of nominees can exceed the number of vacancies in a given election year
7. If you plan to nominate someone, talk with the individuals in advance to ensure they are eligible (current paid member) and willing to accept the nomination. It is a good idea to identify a second from current board director for your nomination.
8. Nomination must be in writing, and emailed to the CCC board election committee.
9. **All nominations should include, but not limited to, the following information:**
 - a) A short bio that describes nominee's background/experience that is relevant and applicable to the CCC board and/or CCLA school functions/activities
 - b) Nominee's willingness and commitment to service the CCC board/school and community – monthly meeting, leading certain CCC and/or CCLA activities as well as performing on-going functions of the organization that may require weekly involvement (school functions)
 - c) Describe what specifically the nominee can contribute to the organization
 - d) Brief information about the nominator and second, and what make you think your nominee would be a good candidate for the CCC board vacancies

IMPORTANT DATES AND PROCEDURE

1. The nomination deadline is **January 15, 2016**.
2. All nominations shall be submitted to the CCC Board for review and approval.
3. Upon approval of the Nominee List by the CCC Board, the Nomination Committee will publish the approved list with complimentary background information on each candidate on the CCC Website prior to the annual meeting on **February 6, 2016**.

ELECTION RULES AND PROCEDURE

1. A voter or a proxy vote representative is required to present their Driver's License for verification by two designated election officials in order to vote.
2. An authorization form is required for those who seeking proxy vote. In this form:
 - I. The voter must prove that he/she is a current CCC member
 - II. The proxy representative must give permission through signature for the voter to cast a ballot on their behalf
 - III. The proxy voter must provide their own identification, such as a Driver's License, and sign the authorization form in front proxy vote representative will show own ID such as driver license, and sign the authorization form in front of two election officials. A photocopy of voter ID is required with authorization form.

- IV. these two election official will co-sign the proxy form as witness, after verifying ID
- V. proxy vote authorization form will be retained by election official as election document
- VI. Each proxy representative can only represent max THREE proxy vote
- 3. A designated election official will cross name of eligible voter from membership database, monitored by a second official. One official will cast the vote to ballot box, monitored by a second official.
- 4. All votes need to be stamped to be valid by a designated election official
- 5. For the new member who will pay the member fee onsite and vote, Driver license needs to be verified.

CCC Board Director Election Committee
Haiyun Li & Xun Zhu