

Article VI: Administration

C) Office of the President

- 1) Per the CAA LLC Operating Agreement, there is only one officer: President. The office of President is a voluntary, elected position. The President serves a four-year term. *That term will start at the time of the announcement from the Clerk following the vote count at the August meeting.* Should the President relinquish the position prior to the completion of the term, the Executive Committee will provide a replacement until such time as a regular election can be held.
- 2) Eligibility to Be President
 - a) Basic eligibility to become President is limited to those individuals who belong to a Dojo or club that is a member of the Association. In addition, the candidate must be at least Godan. Division Heads shall not serve as officers.
- 3) Process for Electing the President
 - a) The President shall be elected for a four-year term by a simple majority vote of the eligible members.¹
 - b) At the February meeting of the year immediately preceding the expiration term of President, there will be an item on the agenda calling for nominations. Nominations (including self-nominations), will be taken from the floor at that time.
 - c) By **April 1**, the Clerk will send an email (to the email address in the CAA database) to all *dojo chos* with the names of those nominated in February. This email will also explain that they may make *additional nominations* for President and let the dojo chos know that *all Yudansha* are eligible to vote.
 - d) Nominations (which are done by email) must be received by the Clerk on or before **May 1**. The nomination *must include* a one (1) paragraph statement about what makes that person a good candidate for president
 - e) *By June 1*, the Clerk will **post** on the CAA Website, the names, ranks, and dojos of all nominees, their statements and an absentee ballot for members to use if they will not be present at the meeting).²
 - f) At the August meeting, each candidate will have 1-3 minutes to say why he/she should be president (*Nominees must be present at the meeting*).
 - g) Voting will then take place with *all Yudansha who are members of a CAA Dojo or club* casting their votes by secret ballot. The Clerk and Bookkeeper will tally the votes, including the absentee ballots *received by the deadline*. The Clerk will announce who was elected as President. He/she will take office immediately.
 - h) The election results will be posted on the CAA website as soon as practical.

VII CAA Meetings

F) Eligibility to Vote

All Yudansha who are members of a CAA Dojo or club shall have one (1) vote. Should a club have a dojo cho who is not a Yudansha (i.e. a club with a 1st Kyu dojo cho), he or she shall also have one (1) vote.

G) Process for Voting Between Meetings

Voting will generally occur at the meetings. **A simple majority determines the outcome of all votes.** From time to time it may be necessary to notify members by e-mail of an issue requiring a vote. For example, an urgent situation may come up where a vote is required but it would be inconvenient to wait for the next scheduled meeting. The Clerk, Webmaster (or anyone else designated by the Division Heads to perform this task), will send an email with the issue(s) to be voted on, a ballot, instructions on how to vote and the deadline for doing so.

¹ Per VII (f) of these Guidelines, all yudansha and dojo chos are eligible to vote.

² The Absentee Ballot will also contain instructions for how to use it and the date by which it must be received.