

**Border Terrier Club of America  
Policies and Procedures Manual**

**Officer Election Policy**

- (1) Between July 1 and July 10 each year, the Recording Secretary will post a solicitation to the BTCA Board email list for nominations or volunteers for officers.
  - (a) Anyone nominating an individual for office must have a written or verbal okay from the nominee.
  - (b) Nominations must be emailed and sent to the Recording Secretary within 3 days.
- (2) Within 24 hours after nominations close, the Recording Secretary shall put up a secret poll for the nominees of each office. If there is only one nominee per office, then no poll is necessary.
  - (a) Poll will close in 3-5 days (length of time to be determined by the board).
- (3) The Recording Secretary will immediately notify each Board member of the poll results and prepare a report for the BTCA web site's Board Biz page and the next Borderline.