

2. Make up the Agenda for the meetings.
3. Keep a roll of membership and attendance.
4. Supervise the balloting at all elections.
5. Collect and receive all money due the Board.
6. Present a periodic financial statement to the Board.

### Section Three. ELECTIONS AND TERMS OF OFFICE.

- (a) Nominations -- A Nominating Committee of no more than three (3) members, chosen by the Chairman at least one (1) month prior to the annual election, shall prepare a slate of nominees for the elective offices to be presented at the meeting before the Annual Meeting or presented in writing to each member of the Board at least two (2) weeks before election. Nominations may also be made from the floor, provided the consent of the nominee has been previously obtained.
- (b) Election -- If there shall be more than one (1) nominee for any office, voting shall be by ballot and a majority of the votes cast shall be necessary for election. Elections shall be held annually at the first meeting in January.
- (c) Term of Office -- The terms of office of the elective officers of this Board shall be one (1) year. Nothing herein contained shall prevent the re-election of any officer whose term has expired.

Section Four. VACANCIES. In the event of a vacancy in any office, elected or appointed, the Board shall appoint a member to fill the office for the unexpired term.

## ARTICLE VI -- MEETINGS

### Section One. MEETINGS AND HEARINGS.

- (a) Regular Meetings -- Regular meetings of the Board shall be held on the Second and Fourth Tuesdays of each month;
  - (i) Notwithstanding the requirements in (ii) below, regular meetings may be canceled by the Secretary, with the consent of the Chairman or Vice-Chairman, due to a lack of business or when it is known a quorum will not be available for said regular meeting;