



Chorus Committee Procedures

Note: This document replaces the procedures section of the document Chorus Committee Structure Proposal, dated April 16, 2015.

I. Membership

1. The Chorus Committee shall consist of not fewer than six and not greater than eight members.
2. To serve on the Committee, an individual must have been a member of the Chorus in good standing for a minimum of two consecutive concerts at the time of nomination.
3. Members are elected for a term of two years, starting on July 1, and running until June 30 two years later, except that in the first year, four of the eight Committee members will self select to resign after one year to create vacancies for new members of the Committee. Since the maximum number of members of the Committee is eight, there will be four vacancies for the second election. If only two (or three) nominees are elected, the new Committee will consist of a total of six (or seven) members.
4. Committee members may stand for re-election after expiration of their term.
5. The Chorus Director and at least one other staff person, assigned by the Executive Director, shall be ex-officio members (without vote) of the Committee.

II. Election of Committee Members

1. An election shall take place annually in May at the last rehearsal or meeting of the fiscal year and shall be conducted by the Committee Chair with staff assistance.
2. Nominations must be submitted no later than two weeks before the election. Any Chorus member who sang in at least one concert in the previous year may submit a nomination, provided that the nominee is qualified and accepts the nomination. A qualified member may nominate him/herself.
3. All nominees should submit a brief (maximum ½ page) statement stating their interest/experience in the Chorus, Symphony or other organizations and what he/she hopes to bring to the Committee. The nominee statements shall be distributed to the chorus membership at least one week before the election.

4. The election shall be conducted by secret paper ballot. Any member of the Chorus who sang in at least one concert in the past year and is present at the election shall be eligible to vote. Mail-in or electronic voting prior to the election is not permitted.

III. Committee Officers

1. There shall be two officers of the committee: a Chair and a Secretary.
2. The duties of the Chair are:
 - a. To serve in an ex-officio capacity without vote (unless already elected to the Board) on the Board of Directors, and to submit monthly written reports to the Board on the activities of the Chorus and the Committee
 - b. To report to the Chorus members during rehearsal no less frequently than once every three months, and electronically more frequently as needed.
 - c. To run each meeting of the Committee.
 - d. To ensure the execution of the annual work plan.
 - e. To appoint ad-hoc subcommittees as needed.
 - f. To approve all documents produced by the Committee intended for distribution in their final form prior to distribution.
3. Responsibilities of the Secretary
 - a. To take minutes at each meeting and distribute electronically a draft of the minutes no later than one week after the meeting. The minutes should highlight specific action items, responsible parties, due dates as applicable.
4. The term of the officers is one year. Officers may stand for reelection if still a member of the committee.

IV. Election of Officers

1. At the first meeting of the year, as the first order of business, the Committee shall elect the officers. Nominees for officers shall be submitted no later than one day prior to the election, and reported to the Committee prior to the election. The election shall be by secret ballot.

V. Meetings

1. The Committee shall meet monthly at least ten times per year. At the June meeting, the newly elected members will be invited as guests.

VI. Amendments

1. These procedures will be adopted by a majority vote of the Committee members.

Approved December 7, 2015