



September 10, 2014

Dear Historical Society members,

Nominations for upcoming 2015 Board of Directors will open at September 17th General Meeting and close at the October 15th General Meeting. Ballots will be counted at November 19th General Membership Meeting.

For a couple of reasons the BOD has implemented an updated process for electing incoming board members for the next year (2015). Since starting the historical society 27 years ago, our membership has grown significantly (yea and hurrah!!). Accordingly, voting (itself) became an issue so we looked for a secure, efficient and easy process to use. As a result voting for upcoming BOD members will be offered by mail **OR** you may still to vote in person at the November meeting. Additionally, we adopted a “double sealed envelope method” to provide a layer of security guaranteeing marked ballots *and* secrecy of voter’s ballot are retained through the whole process.

Ballot Preparer and Election Panel committees (4 members each) consisting of impartial members who are not immediate past or current Board members for 2014 have been established.

“Ballot Preparer” group consist of Julie (Minor) Workman, Shirley Kagel,
Gloria Manning and Barbara Madison.

“Election Panel” members are Lynn Erickson, Marty Lewis, Sheila Hodach,
and Mary Epperson.

During the week of October 27th Ballot Preparers will mail a ballot packet containing:

- A letter of voter instructions, plus one ballot for each voting member at address.
- One empty unsealed envelope imprinted with the word **BALLOT** for each voting member at address.
- One empty unsealed “return” envelope - pre-printed with HSDV address - with member name(s) and address already affixed to upper left hand corner of the envelope. You will mail **BALLOT** back to HSDV using these envelopes.

Action to be taken by member:

- Voter marks their ballot, places ONE completed (marked) ballot into (one) empty **BALLOT** envelope and **SEALS that envelope**. Then fold the sealed **BALLOT** envelope in half.

- Place sealed/folded **BALLOT** envelope inside pre-addressed envelope and seal mailing envelope. ***Don't forget to add a postage stamp and MAIL!!***
- (IF THERE'S MORE THAN ONE VOTER VOTER IN THE HOUSEHOLD, ENCLOSE ALL BALLOT ENVELOPES IN ONE MAILING ENVELOPE.)
- **Don't remove return address label! It must be there to log in receipt of ballot by HSDV.**
- **BALLOTS must be received by HSDV by SATURDAY, NOVEMBER 15!!**

“Alternate” voting option offered: For members planning to physically attend November 19, 2014 meeting to voteyou may do that. *IDENTIFY yourself to Election Panel* who will verify HSDV hasn't receive a ballot back already via mail. If not, they will give you a ballot. Member who is voting is personally responsible for returning ballot PRIOR TO VOTES BEING TALLIED by *Election Panel* during meeting.

Voter "mailing envelopes" received back: 1.) Receipt of pre-printed return mailing envelope is received by *Election Panel* is logged in as received on master Membership List; 2.) *Election Panel* removes sealed BALLOT envelope from mailing envelope; 3.) Note: sealed BALLOT goes one way while mailing envelope goes another, thus disallowing any further association between the two; and 4.) sealed BALLOT(s) will be opened and counted by *Election Panel* during the November meeting.

Confused? I hope not! Instructions will also be included in ballot package we send. Just remember.... it's imperative ballots be received by HSDV by November 15th!

If you have questions, or are interested in serving on the Board, or know someone who would make a good board member, please don't hesitate to call me. BOD descriptions adopted in 2006 are enclosed. I can be reach on 775-246-4457 or memaste@aol.com.

Hope to see you next 12:30pm, next Wednesday – September 17th at Dayton Valley Community Center at our general meeting when nominations open!

Mabel Masterman
HSDV President

DETAIL FOR BOARD OF DIRECTOR POSITIONS

BOARD OF DIRECTORS: The Historical Society of Dayton Valley shall consist of at least five directors and shall include the officers of the organization, which are President, Secretary and Treasurer. The exact number of Directors is to be specified for the following year by the current Board of Directors or by a two-thirds vote of the members present and in good standing at least 30 days prior to a scheduled meeting of the Society. The term for Officers and Directors shall be one year, or as determined for the following year(s) by the current Board of Directors.

As a body, the Board of Directors oversees and determines the proper fulfillment of the Society's Mission Statement. They determine, implement, manage, conduct and administer all organizational, governmental and financial affairs of the organization. This includes creating and implementing policies for development, operation and maintenance of facilities under organizational control, establishing short and long term goals, visioning and strategic planning for the organization's future. Once the Board of Directors has reached a decision by vote on an issue all its members will support the Board's position.

Officer and director position duties are as follows:

PRESIDENT (Duties and Responsibilities): The President is the chief executive officer and shall, subject to control of the Board of Directors, *oversee general supervision, direction and affairs of the organization*. President shall preside over all membership and Board of Director meetings. The President is normally the organization's overall spokesperson as per policy dated November 15, 2006. (*Added April 10, 2013*) President is a committee member, along with the Vice-President and Treasurer, responsible for timely filing of any and all necessary reports due to the Internal Revenue Service whether or not the Society has sought the help of an outside agent.

VICE PRESIDENT (Duties and Responsibilities): The Vice President shall *perform the duties of the President in his/her absence* along with such other duties as may be designated by the Board of Directors. (*Added April 10, 2013*) Is a committee member, along with the President and Treasurer, responsible for timely filing of any and all necessary reports due to the Internal Revenue Service whether or not the Society has sought the help of an outside agent.

SECRETARY (Duties and Responsibilities): The Secretary shall, by virtue of the position, keep accurate minutes and attendance records for all membership and Board of Director meetings, maintain an accurate and current mailing list, shall be responsible for all outgoing correspondence on behalf of the organization and perform other clerical tasking as may be requested or required.

TREASURER (Duties and Responsibilities): The Treasurer shall keep accurate records of income, receipts, disbursements and investment records of organization's finances, prepare monthly Balance Sheets for Board approval, and may, under Board of Director's guidance, oversee preparation of annual fiscal budget. (*Added April 10, 2013*) Is a committee member, along with the President and Vice-President, held responsible for timely filing of any and all necessary reports due to the Internal Revenue Service whether or not the Society has sought the help of an outside agent.

DIRECTOR (Duties and Responsibilities): Directors duties and responsibilities are based on needs of the organization and designated by the Board of Directors. As a result tasking can change or be redistributed if necessary. One director shall be a docent who administers the volunteer docent program, subject to control of the Board of Directors.