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| **OHCETA**  **Process and Guideline** |
| **Topic:** Off-going OHCETA Executive Council Procedures |
| **Purpose:** To standardize the procedures for handling off-going Officers/Council Members/Committee Members from OHCETA |
| **Date Created/Revised:** 10/1/12 by Stormie Roberson |

**STEPS and GUIDELINES FOR THE TOPIC:**

1. The President (or the delegated person) will ensure there is a current list of members that are due to having their term end in the current year.
2. The President (or the delegated person) will ensure the Past-President has these names so they can be included on the Executive Council recruitment list for the next year. This will ensure the offices are filled after the current persons term has ended. (See P & G) for Officer Recruitment.
3. The list of off-going officers should also be e-mailed to Cheryl Harder at OKACTE ([charder@okacte.org](mailto:charder@okacte.org))
4. The President (or the delegated person) will ensure that certificates are made for the off-going Executive Council Members to be presented at the OHCETA Business Meeting/Awards Session at Summer Conference.
5. The President (or the delegated person) will ensure the “OkACTE Officer List” is completed and given to Cheryl Harder before the conclusion of August Conference. This process includes taking off the off-going officers and adding the newly elected members.
6. The President (or the delegated person) will ensure the “Executive Council List” is

updated and placed on the OHCETA ctYou.org webpage (<https://ctyou.org/course/view.php?id=1844>).

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