



INTERNATIONAL
CAKE
EXPLORATION
SOCIÉTÉ

Letter of Intent for Local Election Procedures

From the desk of
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April 13, 2017

To all Florida ICES members,
Florida ICES has not had an election per the terms of the ICES Chapter Bylaws. To bring the Florida Chapter of ICES into compliance, the Board of Directors of the International Cake Exploration Soci t  will be conducting this election on **June 25, 2017**.

(per Board Motion #10 of 4-2017...the ICES Board of Directors has authorized an Absentee Ballot Election to elect the slate of officers for Florida ICES. The election will be conducted by the Representative Liaison and Representatives Committee. The Representative Liaison will set the date of elections, send out Notification of Election, collect nominations, and create a slate of qualified candidates. All eligible members will be able to cast their vote via email and all eligible members without email will be notified and able to vote via snail mail. All Votes will come to Rep Liaison and be tabulated. The new officers will then be announced via email/snail mail to the Florida Membership.)

The purpose of this letter is to explain the Election Procedures and to encourage all Florida ICES members to participate. The open positions include: *Representative, Alternate, Treasurer, and Secretary*. At the end of this letter you will find job descriptions for each position.

- If you are interested in becoming the State Representative, Alternate, Treasurer or Secretary for Florida ICES, please notify me personally via email at representatives@ices.org by **April 25, 2017** so that a list of candidates may be sent out to all S/A/P/C/C members within the specified time.
- Any local ICES member in good standing for one continuous year immediately preceding the nomination date is eligible to run for office.
- In addition, Board Motion 11 (4-2017) requires all S/A/P/C/C elected officials: Representative, Alternate(s), Secretary, Treasurer; as well as Ambassador, Acting Representative, or appointed positions, to have access to a computer and have a valid email address on file with ICES Membership.

The following are ICES Procedures for the upcoming election:

- Notification of the election must go to the membership forty (40) to sixty (60) days before the election can be held and such notification should include a list of all open positions. This serves as that notification.
- A second notification will be sent to the entire Florida ICES membership with a list of all known candidates thirty (30) days before the election.
- The record date for determination of those members who are eligible to vote is thirty (30) days prior to any election. For this election your membership must be current as of May 26, 2017.
- Only ICES members qualifying under this ruling from the S/A/P/C/C where the election is being held are eligible to vote.
- Non-ICES members or those members whose membership has expired are not eligible to vote.
- The vote will be conducted electronically, with a backup procedure using mailed paper ballots for those who cannot vote electronically.
- Each verified, eligible ICES member with an email on file with ICES will receive a link to the secure voting form.

- FL ICES Members who are eligible to vote, but who do not have a valid email on file with ICES, will be notified via snail mail.
- The process will insure vote by secret ballot. Proxy Forms will not be needed, as each member will have the opportunity to cast his/her own vote. You will have the option of casting your ballot via the computer or via snail mail. Snail mail ballots must be postmarked no later than June 10, 2017. Procedure for mailing a ballot will be included with the candidate email.
- To be elected, the candidate needs to receive a plurality of the actual votes cast for that position.

Please know that we value and appreciate the input of every ICES member and if you have any questions or concerns, you may contact me by using the information above.

Sincerely,

Suzy Zimmermann
ICES Representative Liaison

Job Descriptions per the ICES Chapter Bylaws

ARTICLE VII DUTIES OF OFFICERS

Section 1. It shall be the duty of the Representative to preside at meetings of the Chapter, appoint committees, as necessary, and perform the duties of Representative as outlined in the Representative's Responsibilities in Detail. The Representative shall maintain copies of all minutes, ICES Board of Directors correspondence and other correspondence deemed necessary by the Representative. Financial records shall be kept for a minimum of seven (7) years. Copies of all newsletters shall be sent to the ICES President, Representative Liaison, Newsletter Editor, and Board Liaison. All Chapter property is to be delivered to the incoming Representative. It shall be the responsibility of the Representative to file the semiannual reports in accordance with the deadline set by the ICES Board of Directors.

Section 2. The Alternate(s) shall assist the Representative and be available to perform as needed in the absence of the Representative. The Alternate(s) shall perform the duties as indicated in Representative's Responsibilities in Detail.

Section 3. The Secretary shall record the minutes of all proceedings and send copies of the same to the Representative to be kept in the Chapter's permanent records. Copies of all minutes must be made available to all Chapter members, upon request, at a reasonable cost.

Section 4. The Treasurer shall be the chief financial officer of this Chapter, keep the complete, permanent financial records (backup for these records, receipts, etc., must be kept for a minimum of seven (7) years), sign the checks, and perform other duties as required by government agencies and these Chapter Bylaws. The Treasurer shall provide a written report of receipts and disbursements at each meeting and maintain the necessary financial records. The Treasurer shall prepare the required Semiannual Financial Reporting Form for ICES S/A/P/C/C and send it to the Representative in a timely manner. The Treasurer shall deposit all funds of the Chapter in a financial institution to be named by the Chapter Representative/Alternates. This account to be set up within thirty (30) days of receiving Chapter status. The Treasurer is authorized to pay expenses incurred for Days of Sharing, newsletters, and other Chapter-approved projects. Upon retirement from office, the Treasurer shall turn over to the succeeding Treasurer or to the Representative, all funds, financial records, and any other Chapter property. Copies of all Treasurer reports must be made available to all Chapter members, upon request, at a reasonable cost.

Section 5. There is no division within a Chapter and there is only one Representative for each Chapter for purposes of member assignments, S/A/P/C/C Annual Activity Allotment and Midyear travel reimbursement.