

**Kansas Section
Society for Range Management**

**Guidelines for the
Second Vice-President**

Authorization: See Bylaws: Article II, Sections 1, 3-8.

Election and Tenure: See Bylaws: Article II, Sections 4-8; Article III, Sections 1-6.

Responsibilities:

1. Serves as chair of the Finance Committee.
2. Serves as one of three representatives of the Kansas Section on the Society Advisory Council.
3. Appoints members to fill vacancies on committees in accordance with Section Bylaws and committee guidelines.
4. Acts for the First Vice-President in the absence of or at the request of the First Vice-President.
5. Remains informed on all Section and Board of Directors activities and actions; attends and actively participates in all Section Board of Directors meetings.

Appropriate Bylaws Sections

ARTICLE II. Officers and Directors

SECTION 1. The officers of the Section shall include a President, First Vice-President, and Second Vice-President. The Second Vice-President shall be elected to that office as hereinafter provided and in the first following year shall succeed to the first vice-presidency and in the second following year shall succeed to the presidency.

SECTION 3. The Section shall have a Board of Directors consisting of the officers names in Article II, Section 1 and four elected members each of whom shall be a member in good standing of the Society. The Past President and the Secretary of the section shall serve as ex-officio, nonvoting members of the Board of Directors.

SECTION 4. The President, First Vice-President, and Second Vice-President shall serve in succession one year in each position. Each elected director shall serve for a term of two years, with two of the four directorships being filled by election each year. No elected officer or director shall be eligible for re-election to the same office until at least one year has passed after the completion of the elected term. The term of office for the newly elected officers shall begin after their official installation during the annual meeting of the Section next following their election.

SECTION 5. Any member of the Board of Directors who fails to fulfill the responsibility of the office may be removed from the office by a two-thirds majority vote of the entire Board of Directors.

SECTION 6. Any elected officer of the Board of Directors of the Kansas Section can be recalled by a majority vote of those ballots cast in a recall election. Such recall election shall be initiated when petitioned by fifteen (15) percent of the current members of the Section. The recall election shall be held within 60 days of the receipt of

the petition by the Section President. Ballots shall be handled in a manner similar to that for any regular election as detailed in these bylaws.

SECTION 7. Vacancies in any unexpired term of the President or First-Vice-President shall be filled in order of automatic succession to the presidency to serve the unexpired term and the term for which they were elected. A vacancy in the office of the Second Vice-President shall be filled by election at the next regular election, thus requiring election of both First and Second Vice-Presidents for the succeeding year. When a member of the Board of Directors is recalled or a vacancy occurs, the vacancy will be filled as when any other vacancy occurs.

SECTION 8. No member of the Board of Directors shall receive a salary or other remuneration for services rendered on the Board of Directors, except that they may be reimbursed for certain direct expenses incurred while carrying out official duties. The policy for such reimbursements shall be established and may be modified as necessary by the Board of Directors.

ARTICLE III. Nomination and Election of the Second Vice-President and the Elective Members of the Board of Directors

SECTION 1. The Second Vice-President and Directors shall be elected by the Section membership as herein provided.

SECTION 2. The Nominating Committee shall consist of five (5) most recent past presidents in good standing with the Section. The most recent past president shall serve as the committee chairperson. It shall be the duty of this committee to prepare a list of candidates qualified for the elective office and to receive nominating petitions from the membership at large as provided in Section 3 following. The final list of candidates shall show at least two (2) candidates for each elective office and shall be submitted to the President not later than May 1 for action. The President shall submit the final list to the Board of Directors for approval. Members of the Nominating Committee are not eligible for nomination to any elective office during the year in which they serve on the committee.

SECTION 3. Petitions for the purpose of nominating a person as a prospective candidate for an elective position in the Section shall be made in accordance with the following provisions: (a) each petition shall name but one candidate for any elective office; (b) persons nominated as a prospective candidate must be eligible to hold the elective office for which they are being nominated; (c) each petition shall bear the signature of a member of the Section; (d) such petitions shall be submitted to the chairperson of the Nominating Committee not later than March 1 of each year.

SECTION 4. Proposed candidates nominated by petition, as set forth above, shall be included in the list of all prospective candidates being considered by the Nominating Committee, but their names shall appear on the ballot only if they are finally selected by the Nominating Committee in accordance with the committee's procedures and operating guidelines as approved by the Board of Directors.

SECTION 5. Not later than July 1 the Secretary shall send to all voting members of the Kansas Section a printed ballot showing the names of all candidates approved by the Board of Directors. All ballots shall be returned to the chair of the Elections Committee.

SECTION 6. An Elections Committee, consisting of three to five members, shall be appointed by the President not later than January 1, and it shall be the duty of such committee to receive and count the ballots returned by the membership. All valid ballots received by the Elections Committee on or before July 30 shall be counted and the results of the voting shall be reported to the President by September 15. All ballots shall be retained by the Secretary for a period of one year. The candidate for each elective office receiving the greatest number of votes shall be declared elected. No current candidates for any elective office shall serve on the Elections Committee.

IV. Management of the Kansas Section

SECTION 8. The First Vice-President shall, in the event of the absence or incapacity of the President, discharge the duties of that office. Likewise, the Second Vice-President shall discharge the duties of the First Vice-President should they be absent or incapacitated.