APFA

BOARD OF DIRECTORS MEETING

SPECIAL BOARD OF DIRECTORS MEETING

November 22, 2016 Via Teleconference

Resolution Tally Sheet	Resolution #:				Resolution Name: PM Changes Section 14.G & 14.H re: W										NTS			
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WHEREAS, Article III, Sections 3.L (1) and (2) of the APFA Constitution authorize the Board of Directors to set policy for the APFA and to review and if necessary modify the APFA Policy Manual; and

WHEREAS, Section 14.G.13. of the APFA Policy Manual provides: "Only the official WTS as supplied by the APFA, a photocopy of such form, a print-out from apfa.org or an electronic submission through apfa.org will be accepted by the NBC," thus clearly contemplating electronic submission of Willingness-to-Serves ("WTS's) in APFA officer elections; and

WHEREAS, Section 14G.14. of the Policy Manual addresses only the submission of WTS's by mail; and

WHEREAS, Section 14.H.1. of the Policy Manual addresses only retrieval of WTS's submitted by mail; and

WHEREAS, Sections 14.G. and 14.H. need to be updated to address more fully the electronic submission of WTS's;

THEREFORE BE IT RESOLVED, that Section 14.G.13 and Section 14.G.14 be amended to read (the new language is indicated in bold):

- 13. Only the official WTS as supplied by the APFA will be accepted by the NBC.
 - a. For any election, the NBC may decide that all WTS's must be submitted electronically.
 - b. If the WTS is submitted electronically, it must be done through apfa.org/email address designated by the NBC.
 - c. If the WTS is submitted by mail, a print-out of the form posted on apfa.org, a form sent by the NBC, if any, or a photocopy of the posted or sent form will be accepted.
- 14. **If WTS submission by mail is permitted,** all information on a WTS should be typed or printed **and** if additional space is needed, a separate sheet of paper may be used and attached to the WTS. **If WTS submission is electronic, all information must be submitted on the electronic form. Paper and electronic submissions cannot be combined.** Each candidate's information will be reprinted with a consistent format, excluding all graphics.

BE IT FURTHER RESOLVED, that Section 14.H.1. be amended to read (the new language is indicated in bold):

On the specified due date, no fewer than two (2) members of the NBC shall retrieve the WTS's from **the electronic submission site/email address designated by the NBC or** the designated post office box, **whichever is applicable**. The NBC will retrieve all the WTS's at the same time. Any WTS's received after the retrieval will be untimely. The NBC will keep any untimely WTS's as part of the election record.