Excerpts from the Conference Bylaws regarding CLHO elections and the nominating committee:

**ARTICLE V – Officers**

1. All terms of office shall be two years in length. Officers are eligible to hold office for multiple terms.
2. Per ORS 431.330, elective officers of the Conference shall consist of a Chairperson, Vice Chairperson and Secretary.
3. Election of Officers shall occur every odd-numbered year in conjunction with the election of officers for the Coalition of Local Health Officials at the Conference Annual Meeting. Elected officers will be elected simultaneously and will represent both the Coalition and Conference.
4. The Nominating Committee shall present a slate of officer candidates at the time of the election. Nominations may also be made from the floor for each of the offices at the time of election.
5. Vacancies can be appointed by a majority of the Board until a regularly scheduled, or special election can be held, except the Chair. If the Chairperson is no longer able to serve the Vice-Chairperson shall serve the remainder of the Chairperson term. The Vice-Chairperson vacancy will be filled by appointment of the Board.
6. Officers may be elected from the membership as defined in Article III. Officers elected from the membership are considered voting members of the board.
7. Officer Duties:

1. Chairperson – Presides at meeting of the Conference and of the Executive Committee. Performs all duties prescribed by these bylaws. Shall appoint, with approval of the Executive Committee, members to attend any such meetings of state organizations or agencies as may be necessary to adequately represent the interests of the Conference.

2. Vice-Chairperson – Serves as Chair in the absence or incapacity of the Chair, and assumes that the bylaws are followed.

3. Secretary – Responsible for maintaining, assuring, and reviewing records of Conference meetings, Conference actions, and official correspondence

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1. Nominating Committee: Shall consist of no less than three (3) members, with a Committee Chair appointed by the Conference Chair. The Committee membership shall have representation from the four caucuses and shall:
2. Request recommendations for nominations from each of the caucuses and designated voting representatives of LPHAs.

b. Attempt to create a slate of at least two candidates for each of the officer position – Chair, Vice-Chair, and Secretary, and each of the three at-large positions.

c. Establish a method for *voting and* tabulating the ballots *at* the Conference Annual Meeting.