



Standard Procedures

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Awards

Purpose

To outline the process for the Morel Award, special recognition awards, and other awards as determined by the Board of Trustees.

Procedure

A. Morel Award

- a. The Morel Award honors a member who makes significant and lasting contributions to the Society.
- b. Nominations will be accepted throughout the year until ten (10) days prior to the final membership meeting of the calendar year.
- c. The winner of the Morel Award will be chosen by the President, or a committee of members picked by the President for such purpose.



Election of the Board of Trustees and Officers

Purpose

To describe the procedure for the election of the Board of Trustees and Officers of the Board of Trustees.

Procedure

- A. The nominations and elections process will be overseen by an Election Committee, appointed by the President or, in their absence, the Board of Trustees. The purpose of the Election Committee shall be to canvas and recruit eligible candidates for election to the Board of Trustees of the Society.
- B. Nominations for the election of the Board of Trustees shall be accepted from November 1st of the year before the election until the conclusion of the membership meeting in February of the election year.
 - a. Nominations may be accepted by any means available (i.e. electronic, anonymous submission, in-person, floor submission, etc.), but will not be closed until there is at least one opportunity to take nominations from the floor at a general membership meeting.
 - b. A candidate may run for both an Officer position and a Member At Large position in an election. If the candidate is elected to an Officer position, their votes received for Member At Large shall be discarded.
- C. Candidates must agree to serve prior to their name being placed on the ballot.
- D. The Election Committee will verify eligibility to serve prior to the candidate's name being placed on the ballot.
- E. Elections shall take place in a manner determined by the Election Committee and approved by the President. Whichever manner is used, the Election Committee must assure that each eligible member is allowed one, and no more than one, vote.
 - a. A vote may be by electronic or physical ballot.
- F. The results of the election shall be announced at the Annual Business Meeting of the Society.
- G. In the event of a tie for any position, an ad hoc polling of the eligible voting membership in attendance at the Annual Business Meeting will determine the winner of such contested position.
- H. Results of the election will be verified and recorded by the Secretary.



Meetings

Purpose

To describe the times when the Annual Meeting and general membership meetings will be held throughout the year.

Procedure

- A. The Annual Meeting of the YVMS will be held in March of each year.
 - a. The time and place of the annual meeting will be set by the Board of Trustees.
- B. The general membership meetings will be held in the following months: February, March, April, May, June, September, October, and November.
 - a. The date and times of these meetings will be set by the Board of Trustees.
 - b. The schedule of general membership meetings for the following year will be determined by the Board of Trustees following the annual meeting.

Notice

Purpose

To describe the method and process of giving notice to members of the YVMS in compliance with [RCW 24.03.080](#).

Procedure

- A. Notice of the annual meeting shall be given to the voting membership at least 30 days, but not more than 50 days, prior to the meeting. Notice of any changes to the time or place of the annual meeting will be given to members no less than 10 days prior to the meeting.
- B. The schedule of the general membership meetings will be posted on the YVMS website, transmitted electronically, and – when requested – in tangible format to the general membership.
- C. The preferred method of notice for the YVMS will be by electronic mail (email) when the member has given consent of electronic notices congruent with [RCW 24.03.009](#).
 - a. If a member does not give, or withdraws, their consent to receive notices by electronic mail, they will receive notice in a tangible medium pursuant to [RCW 24.03.080](#) and mutually agreed upon by the YVMS and the member.

