

## **RESUMES FOR HOUSTON CITY COUNCIL BOARD 2023-2024**

It is time for members of Houston City Council to consider running for a council office for the board year 2023-2024.

Presidents, please take time to discuss this information in your chapters, read this to them, and pass it around. Below is information describing what the various board officers and committees do for council?

Please consider all this information and join in the enjoyment of meeting and working with other sisters in HCC.

The Board leads the council meeting each month and holds one board meeting each month. It is fun to work on the board, and no one office is really difficult to maintain and function.

Please think about this, fill out a resume, and turn it in by the March Meeting to me, Debbie Schultz. If you have questions or need to talk, feel free to call me at 832-704-3444. I will help if you are considering one of the offices for next year.

### **Per our By-Laws/Standing Rules: Article VI-Nominations, Elections, Term of Office**

**Section 1. Nominations** – At the March meeting the retiring City Council President shall call for the election of a Nominating Committee. This committee shall be composed of three (3) members from the city wide membership elected by plurality vote. The member receiving the largest number of votes shall serve as chairman. No more than one member from a chapter or the current Executive Board shall serve on the Nominating Committee, and no member shall serve two consecutive years.

### **Section 2. Elections**

- a. At the April meeting with retiring Council President presiding, the Nominating Committee shall present nominees for offices to be filled. One name from the city-wide membership shall be presented for each office. A brief resume of each nominee's qualifications shall be included in the report. Nominations may be made from the floor for any council elective office with the consent of the nominee and including her qualifications.
- b. No member shall be eligible for the office of President unless she has served as President of her Chapter for one year and has served on an HCC Council Board.

- c. Elections shall be by voice unless there are two (2) or more candidates for the same office, in which case the vote shall be by ballot and a majority shall elect. If no member receives a majority vote, then there shall be a run-off between the two candidates receiving the highest votes.

### **Section 3. Term of Office**

- a. The elected officer shall hold office for a term of one year effective the first day of May or until a successor is elected. No member shall serve more than two consecutive years on the City Council Executive Board. No more than one member from a chapter may serve as a City Council officer in any given year. An officer who has served more than one-half of a term is considered to have served a full term in that office.
- b. Installation Ceremony – New officers shall be installed by the retiring City Council President in the presence of the membership at or before the regular City Council Meeting in May if possible. Failure to hold an installation ceremony does not affect the time at which the new officers assume office.
- c. In the event of a vacancy in the office of President, the Vice President shall fill the unexpired term.

**RESUME FOR OFFICE  
HOUSTON CITY COUNCIL BOARD**

**NAME** \_\_\_\_\_  
**CHAPTER** \_\_\_\_\_

**DEGREE** \_\_\_\_\_  
**CHAPTER NUMBER** \_\_\_\_\_

1. Please select the office you would like to be considered:  
 President                       Corresponding Secretary  
 Vice President                   Treasurer  
 Recording Secretary
  
2. List offices and Committee Chairman held at the Chapter Level:  
 President                       Membership                       Scrapbook  
 Vice President                   Publicity                           Recording Secretary  
 Service                           Corresponding Secretary       Social  
 Treasurer                       Ways & Means                   Yearbook  
 Other \_\_\_\_\_
  
3. List Offices & Committees Chairman held at the City Council Level:  
(Place a "C" beside the above committees if you were the Chairperson)  
 President                       CAPA                               Notebook HCC Procedures  
 President Elect                   Directory                           Photographer  
 Vice President                   Fall Event                           PRISM  
 Recording Secretary               Friendship                           Publicity  
 Corresponding Secretary       Heritage                               Service  
 Treasurer                           Historian                               Summer Social  
 Parliamentarian                   Librarian                               Sweetheart Event  
 Audit                                   Membership                           Website  
 Bylaws                                   WICK                                   Other
  
4. List any honors received & Indicate if received from City Council, Chapter or an outside source:  
\_\_\_\_\_  
\_\_\_\_\_
  
5. List any attributes or skills that will help you to perform in the office you are seeking election in:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. List any other qualities that may be beneficial in the office you are seeking election in:

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7. Tell us briefly about yourself, why you think you should be elected, and anything else we should know about you.

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# Duties of Officers Houston City Council

## **President:**

- a. preside at all meetings of the Houston City Council and Executive Board;
- b. follow the order of business set forth under Standing Rules for regular chapter meetings as shown in the Book of Beta Sigma Phi;
- c. serve as an ex-officio member of all committees except the nominating committee;
- d. appoint a Parliamentarian to serve in an advisory capacity without vote in Executive Board Meetings.

## **Vice President:**

- a. perform any and all duties of the President in the event of her absence, or inability to serve.
- b. serve as official hostess of Houston City Council at all events and meetings;
- c. serve as chairman of the Membership Committee, introduce, and welcome all transferees, members-at-large and guests who attend City Council Meetings;
- d. provide a transferee list, member-at-large and prospective member list when available at City Council Meetings;
- e. perform any and all duties of the Treasurer in the event of her absence;
- f. be responsible for the Order of the Rose and all Circle rituals only (given every other year as needed, but not the same year as Legacy/Envoy II Day);

## **Recording Secretary:**

- a. keep the records and minutes of all City Council meetings and its Executive Board;
- b. maintain a roll and record of all members of City Council present and absent;

- c. email draft minutes to the Board for review and edit. Email the final version of the minutes to the Board and request the Corresponding Secretary to email to all Council members and mail or email to international or enter minutes on the international office's website within ten (10) days after each meeting.

**Corresponding Secretary:**

- a. be responsible for the written and electronic correspondence of City Council;
- b. ensure that all correspondence is submitted to the HCC President for review before transmittal;
- c. file the City Council officers' names with the local Chamber of Commerce and other desirable directories;
- d. be responsible for maintaining a list of members' email addresses and relaying City Council information to chapters via email when necessary.

**Treasurer:**

- a. collect all monies, keep an accurate record of all receipts and disbursements, and reconcile bank statements monthly;
- b. make an oral report and provide an electronic backup on the Treasurer's financial records to the President monthly;
- c. provide the Recording Secretary a written report monthly to be included in the City Council minutes;
- d. pay only those expenses accompanied by appropriate paperwork and receipts, subject to Committee Chair, Executive Board and City Council approval;
- e. the outgoing Treasurer will present copies of these documents applicable to the current year to the outgoing HCC Auditor to audit no later than May 15;
  - 1. Treasurer's books
  - 2. Previous audit
  - 3. Current Bylaws
  - 4. Reconciled bank statements

5. HCC regular meeting minutes
  6. Monthly Treasurer's Report
  7. Copies of all payment requests and receipts for all items paid.
  8. Checkbook register.
- f. furnish prior notice of all City Council dues and/or assessments and notify in writing chapter(s) that are delinquent in their dues;
  - g. prepare a proposed budget;
  - h. provide President and Vice President with all bank account information including online login and password.