

# Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

2500 Jupiter Park Drive, Jupiter, Florida 33458-8964

Telephone (561) 747-5700 • Fax (561) 747-9929 • [www.loxahatcheeriver.org](http://www.loxahatcheeriver.org)



D. Albrey Arrington, Ph.D., Executive Director

## MEMORANDUM

**TO:** Governing Board  
**FROM:** D. Albrey Arrington, Ph.D., Executive Director  
**DATE:** January 6, 2015  
**SUBJECT:** Election of Officers

The Governing Board annually conducts an election of officers to fill the five positions described below. Existing officers are shown in parentheses.

<b>Chairman</b> (Rostock)	runs the meetings, executes contracts and documents and sets the meeting agendas.
<b>Vice-Chairman</b> (Rockoff)	fills in for the Chairman in his absence and conducts official business as may be delegated by the Chair.
<b>Treasurer</b> (Boggie)	signs checks and money transfers and monitors the budget through review of monthly statements and the audit.
<b>Secretary</b> (Silverman)	keeps the records of the District in proper order and attests formal documents.
<b>Asst. Sec'y/Treasurer</b> (Snyder)	acts in the absence of the Secretary or Treasurer of the Board.

At our meeting this month, Chairman Rostock will open the floor for nominations. The motion format suggested below can be used. If necessary, an election, by hand count or ballot, may be conducted.

Once the new Chairman is elected, he will receive the gavel and conduct the remainder of the meeting.

Suggested Motion Format:

**"THAT THE GOVERNING BOARD elect:**

**Mr. Rockoff to serve as Chairman,  
Mr. Boggie to serve as Vice Chairman,  
Mr. Silverman to serve as Treasurer,  
Mr. Snyder to serve as Secretary, and  
Dr. Rostock to serve as Assistant Secretary/Treasurer**

**of the Governing Board of the Loxahatchee River Environmental Control District."**

If you have any questions or comments on this procedure, please feel free to give me a call.

j:\admin\board\OfficerElection

Gordon M. Boggie  
Board Member

Stephen B. Rockoff  
Board Member

Dr. Matt H. Rostock  
Chairman

Harvey M. Silverman  
Board Member

James D. Snyder  
Board Member