

Loxahatchee River District

Water Reclamation | Environmental Education | River Restoration

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

MEMORANDUM

TO: Governing Board
FROM: D. Albrey Arrington, Ph.D., Executive Director
DATE: January 11, 2016
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.

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

At our meeting this month, Chairman Rockoff 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. Boggie to serve as Chairman,
Mr. Silverman to serve as Vice Chairman,
Mr. Snyder to serve as Treasurer,
Mr. Rostock to serve as Secretary, and
Dr. Rockoff 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.

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Gordon M. Boggie
Board Member

Dr. Matt H. Rostock
Board Member

Stephen B. Rockoff
Chairman

Harvey M. Silverman
Board Member

James D. Snyder
Board Member