

## MEMORANDUM

**To:** Regional Transportation Advisory Council Members

September 7, 2010

**From:** Malek Al-Khatib, Chair of the Nominating Committee

**Re:** Election Procedures

Dear Members of the Advisory Council,

The annual election of Advisory Council officers will take place on Wednesday, September 15<sup>th</sup> at our monthly meeting. The purpose of this memorandum is to announce the Nominating Committee's recommendation and review the election procedures.

The Committee recommends Laura Wiener (Arlington) for the office of Chair and Schuyler Larrabee (Boston Society of Architects) for the office of Vice Chair. Steve Olanoff (Westwood) was nominated and will also appear on the ballot for Vice Chair. Candidates will be given an opportunity to make a brief statement before the election at the meeting. Additionally, statements by each of the candidates will be distributed by e-mail on September 7.

The election will be held at approximately 4:00 PM. Each member entity in attendance may cast one vote for Chair and one vote for Vice Chair. The election will be conducted using confidential paper ballots and MPO staff will immediately tally votes. The Advisory Council's bylaws also allow for nominations from the floor, when duly seconded. There will be a space on the ballot to vote for any person nominated from the floor. The candidate receiving a majority of the votes cast will be elected to a one-year term beginning October 1, 2010.

Article XIII of the Advisory Council's bylaws states: "Each voting member shall have one vote, to be cast by its designated representative, or in case of absence, by an alternate." Therefore, it is very important that only one representative from each member entity cast a vote. Several member entities have one or two alternate representatives; only one may cast the vote if the primary representative is unable to attend the election. Organizations must designate an alternate for voting by sending a letter to Mike Callahan ([mcallahan@bostonmpo.org](mailto:mcallahan@bostonmpo.org)) by 5 PM on Tuesday, September 14.

Sincerely,



Malek Al-Khatib