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*Officers*

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The officers of the Management Council are the chair and vice-chair. The officers are elected by the Management Council for a one-year renewable term with a maximum two-years in position. The chair of the Management Council must be a senior member of the Management Council.

A senior member of the Management Council is a member who has served at least one year on the Management Council. After one year of service, the senior member would be eligible to serve as chair or vice-chair of the Management Council or as a senior member of the Administrative Committee.

NCAA officers must observe all customary NCAA procedures when issues arise involving student-athletes or the athletics programs at their own institutions (or in the case of conference executives, the institutions within the conference) and should not participate during consideration of such issues by the Administrative Committee, Management Council, Presidents Council or Executive Committee.

When disseminating information to the media and the general public, only the chair of the Management Council and/or an appointed designee shall speak on behalf of the Management Council regarding Management Council actions.

**Duties**

The chair of the Management Council shall:

- ◇ Preside at Management Council meetings.
- ◇ Serve as an ex-officio, nonvoting member of the NCAA Executive Committee.
- ◇ Serve as a member of the Division III Administrative Committee.
- ◇ Serve as a member of the Division III Championships Committee.
- ◇ Serve as an ex officio, nonvoting member of the Division III Budget Committee.
- ◇ Report on activities of the Management Council and Division III committees to the membership at the annual NCAA Convention and preside over voting activities.
- ◇ Make appointments of Management Council representatives to all Division III and Association-wide committees.
- ◇ Attend, at his/her discretion, any Division III committee meeting that reports to the Management Council.

The vice-chair of the Management Council shall:

- ◇ Perform the duties of the chair in the chair's absence.
- ◇ Serve as a member of the Division III Administrative Committee.
- ◇ Serve as chair of the Division III Strategic-Planning Subcommittee.
- ◇ Assist the chair with appointments of Management Council representatives to all Management Council subcommittees, Division III and Association-wide committees.

### **Election Procedures**

The election of the chair and vice-chair will be conducted to ensure staggered terms so that both positions are not vacated in the same year. Elected officer(s) will begin his or her official duties during the January post-Convention Management Council meeting.

The process to elect the Management Council chair and vice-chair will begin during the July Management Council meeting. During this meeting, the responsibilities for the applicable position will be reviewed. All eligible members for the position of chair and vice-chair will be considered nominees for the positions unless they decline the nomination by informing the national office staff by a predetermined date. The staff will conduct the in-person election for all Management Council members present during the first day of the July meeting by ballot. The staff will continue the balloting process, eliminating the lowest vote getter after each round, until a majority decision is reached. The process will begin with the election of the chair followed by the election of the vice-chair, if necessary. The announcement of chair and vice-chair will occur at the conclusion of the meeting.

### **Special Circumstances**

- ◆ In the event that the chair of the Management Council leaves the position of chair prior to expiration of his or her term as chair, there will be an election to fill the vacancy. The vice-chair of the Management Council will assume the duties of the chair on an interim basis (and also will continue to serve as vice-chair) until the chair vacancy has been filled. [Note: The election to fill the vacancy may be immediate and occur either by mail or electronic ballot or telephone conference of the Management Council if the Administrative Committee agrees to expedite the process. Otherwise, the election would occur at the next regularly scheduled Management Council meeting.]
  
- ◆ In the event that the vice-chair of the Management Council leaves the position of vice-chair prior to expiration of his or her term as vice-chair, there will be an election to fill the vacancy. [Note: The election to fill the vacancy may be immediate and occur either by mail or electronic ballot or telephone conference of the Management Council if the Administrative committee agrees to expedite the process. Otherwise, the election would occur at the next regularly scheduled Management Council meeting.]

