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Friendship & Service





Nominating & Elections

**Presented by Area Nominating
Committee, Area Elections Committee
& Area Parliamentarian**

December 9, 2025

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Meet Your Webinar Presenters



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Attendee Engagement Guidelines



Microphones will be muted by the technology team for the duration of the webinar. We ask all attendees to please keep microphones muted to minimize any disruption or interference.



Today's session is being recorded and will be available to members on the Southern Area website.



Please submit all questions via the Zoom chat feature. Questions will be addressed at designated times during the presentation.



The presentation slides will be posted in the Members' section of the Southern Area Website.



Attendees will earn **1.5 hours** for attending this webinar.

AGENDA

- **Welcome**
- **Linkspiration**
- **Role of Southern Area Nominating Committee**
- **Chapter Nominations Process**
- **Southern Area Elections Committee**
- **Chapter Elections Process**
- **Chapter Bylaws & Standing Rules Provisions for the Nominations Process – Area Parliamentarian**
- **Q&A**

Linkspiration



Crystal L. Pruitt
Bradenton-Sarasota (FL) Chapter

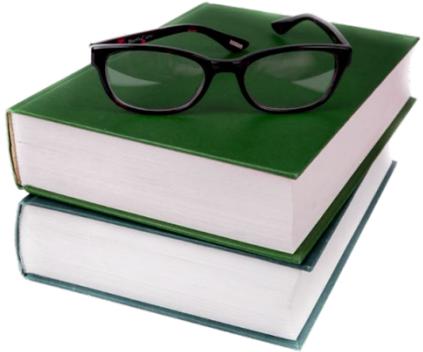
Role of Area Nominating Committee

Role of Southern Area Nominating Committee



- The Southern Area Nominating Committee (SANC) is an elected committee of five members. The Chair is determined by the highest number of votes received or by election within the Committee
- The SANC Chair serves on the National Nominating Committee
- SANC initiates the official Area election process, oversees and completes the nominating process resulting in a slate of certified Area candidates for the elected positions
- Adheres to the policies and procedures in The Links, Incorporated governing documents
- Assist/support Chapter Nominating Chairs with Chapter nominating process
- Ensure Chapters are uniform and compliant with the nominating process as outlined in The Links, Incorporated governing documents

Essential Governing Documents for Committee



- Constitution and Bylaws
- Manual of Procedures
- Nominating Procedures Manual
- Chapter Bylaws
- Chapter Standing Rules

Chapter Nominations Process

Forming a Chapter Nominating Committee

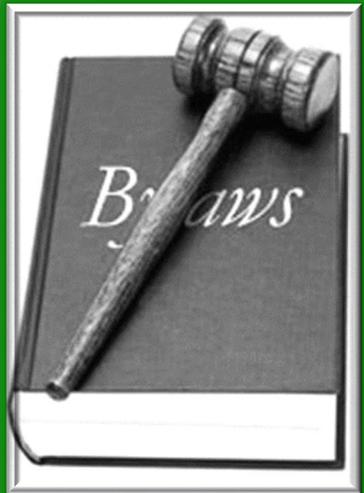
Your Chapter bylaws must provide the below details:

- Specify the number of committee members (five or an odd number not greater than five, such as three)
- That the Chair is determined by greatest # of votes or other method stipulated in Chapter's governing documents
- Duties of the committee
- When the committee is elected
- When the committee will present its report

Bylaws should also stipulate the below process information:

- State process for nominating and electing Chapter officers
- Require ballot vote unless only one candidate for an office

The Area Parliamentarian will cover more details on the Bylaws later in this Webinar.



Guidance on Role of Chapter Nominating Committee

- Reviews roles, responsibilities, characteristics and skill sets for each of the Chapter elected positions
- Initiates official election process, oversees and completes the nominating process resulting in a slate of certified candidates for the elected positions.
- Confirms nominated candidates consent to nomination.
- Develops slate of candidates for open positions, ensuring eligibility and qualifications of candidates to serve, if elected.
- Provides eligible slate of candidates to the Chapter.
- If nominations are received from the floor, the Nominating Committee comes back into operation and verifies eligibility and qualifications of such candidates.
- Complies with policies and procedures in The Links, Incorporated and Chapter governing documents



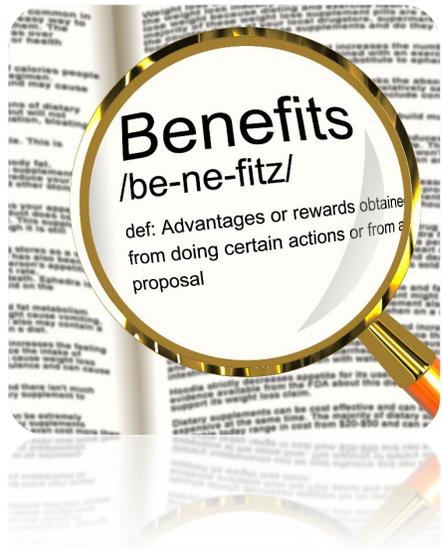
Traits for Nominating Committee members include organization & analytical skills, detailed oriented and ability to meet deadlines

The Nominating Process



- The nominating process may vary by chapter due to the provisions in the Chapter's bylaws and standing rules.
- Chapters adhere to their governing documents and comply with national governing documents
- A documented Chapter nominating process increases understanding of the nominating process, manages expectations among Chapter members and promotes an effective Chapter nominating experience.

Benefits of the Nominating Process



- *Alignment* ... to National/Area organization's mission, values, vision, & goals
- *Deliver results*... defining Chapter officer positions, roles, responsibilities, and expectations for each office will equal results
- *Process, process, process* ... clearly defined nominating process and roles of the Nominating and Elections Committee at the Chapter level
- *Leadership & development* ... serves as a training & assessment tool for future leadership development opportunities
- *Compliance* ... promotes Chapter effectiveness and compliance with governing documents

The Chapter Nominating Committee Provides Information on Elected Positions



Review roles, responsibilities, characteristics and skill sets for each of the Chapter elected positions

- Based on Chapter Bylaws, ensure members understand each position's responsibilities.
- Ensure chapter members know requirements for each elected position
- For each nomination received, verify eligibility and consent of nominee.

(below are samples of traits and skill sets that can be provided)

Elected/Appointed Officer Roles, Key Skillsets and Traits

Chapter President/Chapter Vice-President

Candidate should exhibit leadership ability, poise, dignity, and articulate speech, and have demonstrated organizational skills. Officer traits include a strong business acumen, vision, and commitment.

Chapter Recording Secretary

Candidate should possess documented professional technology based secretarial skills appropriate to chapter management, including the ability to record minutes and materials effectively for dissemination. Officer traits include excellent writing skills, detail oriented and ability to meet deadlines.

Chapter Treasurer

Candidate should possess documented professional financial experience and or credentials, possess documented technology based financial expertise. Officer traits include good with numbers, detailed oriented and ability to meet deadlines.

Chapter Corresponding Secretary

Candidate should possess documented professional technology based secretarial skills appropriate to the chapter management, including the ability to organize and prepare edit chapter correspondence for dissemination. Officer traits include excellent writing skills, detail oriented and ability to meet deadlines.

Chapter Financial Secretary

Candidate should possess documented professional financial experience and or credentials, possess documented technology based financial expertise. Officer traits include good with numbers, detailed oriented and ability to meet deadlines.

Chapter Parliamentarian

Candidate should possess knowledge of The Links, Incorporated documents; demonstrated ability to communicate parliamentary procedures. Appointed officer traits include good communicator and listener, objective and detailed oriented.

Chapter Nominating Committee

Candidates should possess knowledge of The Links, Incorporated documents; demonstrated ability to evaluate characteristics and examine skills for elected officer positions. Committee traits include organization and analytical skills, detailed oriented and ability to meet deadlines.

Chair of Chapter Programming

Candidate should possess knowledge of The Links, Incorporated service delivery model; demonstrated ability to communicate and execute the chapter programming operations. Appointed officer traits include good communication skills, detailed oriented and ability to meet deadlines.

Chapter Nominating Process continued ...



- The Committee does the following:
 - works with appropriate officers (i.e., Recording Secretary, VP Membership) to ascertain who is eligible to be candidate for officers as stated in the chapter bylaws (e.g., years as a member, one-in-five, etc.)
 - determines which current officers may be eligible to run for an additional term of their current office.
 - screens candidates for leadership/qualifications, submits at least one nominee for each elected position.
 - identifies nominees by solicitation and / or recommendations from the membership; if insufficient or no nominations are received for an elected position by the established deadline, shall convene to complete the slate.
- The bylaws must be complied with; they can't be suspended only amended. If unable to comply with the bylaws, provide rationale to the Chapter membership; however, every effort should be made to comply with bylaws.

Nominating Committee Report to Chapter & Nominations from the Floor

Nominating Committee Presents A Report to the Chapter

RONR (12th ed.) 46:15

When the Nominating Committee is called upon for its report at a meeting, its Chairman rises and presents the reports as follows:

NOMINATING COMMITTEE CHAIR: *Madam President, the Nominating Committee submits the following nominations:*

Suggested Nominating Report Format

President: Link A

Vice President: Link B

Secretary: Link C

Financial Secretary: Link D

Treasurer: Link E

...and so on for each office to be filled, naming the nominees in the order in which the offices are listed in the bylaws



Nominations From the Floor



- Once the report of certified candidates is given by the Nominating Committee Chair, the Chapter President or Presiding Officer restates the nominees and calls for nominations from the floor.
- If there are nominations from the floor, the report is postponed until the additional nominees are certified, and a new slate is presented.
- Nominations are taken for successive offices in the order listed in the Bylaws.
- The Presiding Officer will provide one audience call for each nomination per office.
- Nominations do not have to be seconded and are not debatable.
- A member shall not offer more than one nomination to the same office.

Nominations From the Floor continued...



- A member cannot be nominated for more than one office.
- Members must consent to nomination.
- After nominations are completed for each position/office the Chapter President/Presiding Officer announces that nominations are closed.
- After candidate certification is complete, the Nominating Committee will generate the revised official slate.
- Upon submission of the final slate, the Nominating Committee's duties are complete.

***Suggested* Timeline for Chapter Nominations Process**

Suggested Timeline for Chapter Nominations

Month of January - Review nominating process, open positions, duties and qualifications and the Timeline for the Chapter:

- **At Chapter Meeting:**

- ❑ The Nominating Committee reviews the nominating process in chapter meeting and the Timeline
- ❑ The Nominating Committee reviews the open positions, elected officer duties and qualifications

- After the Chapter meeting, the Nominating Committee sends communication to chapter members announcing the Call for Nominations

Month of February - Review nominations received, verify eligibility:

- The Nominating Committee reviews nominations received to verify eligibility and qualifications have been met
- Notify nominated candidates of their eligibility

Note: The Chapter Nominating Committee should notify the Chapter in advance what the actual timeline will be.



Suggested Timeline for Chapter Nominations continued

Month of March – Slate of Officers presented:

- **At Chapter Meeting:**

- Present a slate of candidates to all chapter members.*
- The Nominating Committee's duties are complete once the final slate is presented; however, the committee will be revived if a candidate withdraws and no other candidate is on the ballot for that office.

Month of April – Election of Chapter Officers:

- **At Chapter Meeting:**

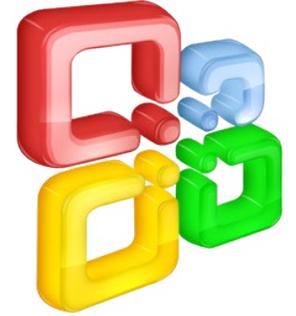
- Final slate presented to chapter again
- The Elections Committee prepares the ballots for elections
- The election of chapter officers takes place
- Newly elected chapter officers are installed (*new officers assume their roles in May*)

* Once the Chapter Nominating Committee presents its Report with slate of candidates, refer to the Chapter Bylaws regarding timing of floor nominations. It is important that the Nominating Committee has ample time to verify eligibility. Refer to slides in this presentation for details on handling Floor Nominations.



Other Tools for Chapter Nominating Process

Chapter Nominating Documents Templates



Candidate Profile Form

Nomination Form

Friendship Chapter of The Links, Incorporated
Nomination Form for Chapter Elections

The Nominating Committee encourages Chapter members who meet the qualifications to run for an elected position or to nominate another member so that we can continue building a strong, active, and impactful Chapter. The following positions are open for nomination. A separate form is required for each nomination. Nominations can also be made from the floor in accordance with the Chapter Bylaws.

President _____
Vice President _____
Secretary _____
Financial Secretary _____
Treasurer _____
Nominating Committee _____

Name of Chapter member making nomination _____

Email _____ Phone # _____

I would like to nominate _____ (candidate's name) for the position of _____.

Email _____ Phone # _____

Rationale for your recommendation: (Please give details as to how this candidate has the qualifications, skills, and abilities to make a strategic impact on the Chapter, if she is elected.)

Acknowledgement: (I confirm that I have the consent of the candidate to submit her name for this office.) _____

Signature _____

(Your Printed name denotes a valid signature.)

Date _____

Note: Submit Nomination Form to XXX@gmail.com by 9 p.m., XXXdate.

Candidate Profile Form

(To be completed by member seeking an Elected Office or Election to the Nominating Committee)

Name of Candidate: _____

Address: _____

Phone Number: _____

Email: _____

Candidate for the Position of: (check one)

President _____

Vice President _____

Treasurer _____

Financial Secretary _____

Secretary _____

Nominating Committee _____

I. Candidate's History as a Member of The Links, Incorporated

- Induction Year
- Years of Service (Indicate years of service in Friendship Chapter and any other Chapters)
- Chapter Level Leadership Positions (Include title and year range for each position)
- Chapter Level Membership on Facets and Committees (Include name and year range for each Facet or committee)
- Chapter Level participation in Facet activities, other Chapter program activities, and Area or National webinars **specific to the position** you are seeking (include title and year range)
- Area Level Positions (Include title and year range for each position)
- Attendance at Area Conferences (Include year and location)
- National Level Positions (Include title and year range for each position)
- Attendance at National Assemblies (Include year and location)

II. Leadership Positions in Other Organizations Relevant to the Elected position you are seeking

III. Special Skills and Abilities

IV. Statement of Your Vision for the Chapter, if elected

V. Statement of Your Key Priorities for the Chapter, if elected

VI. Affidavit of Nominee (response required)

I give my consent to become a nominee for the selected position with the full understanding of the responsibilities that the position entails. I further attest that the information included in the Profile Form is true and accurate to the best of my knowledge.

Signature: _____

(Your printed name denotes a valid signature.)

Date Submitted: _____

Note: Submit Candidate Profile Form to XXX@gmail.com by 9 p.m., XXXdate.

Chapter Timeline

Nominating Committee Timeline for 20XX Election

In accordance with the Chapter Bylaws, the Nominating Committee shall be responsible for presenting a slate of officers for election. The Committee shall study the qualifications and duties of each office; seek nominations for open offices, including reviewing the Chapter's leadership surveys; and ensure the eligibility and qualifications of candidates to serve in offices, if elected. All candidates must agree to have their names placed on the ballot.

The Nominating Committee is also responsible for presenting a slate for the forthcoming Nominating Committee.

Please reference **particular sections** of your Chapter Bylaws which **includes** the duties and qualifications of elected officers for a complete description of the duties and responsibilities of the Nominating Committee.

The Timeline is as follows:

XXXdate

- Nominating Committee provides Timeline, Nomination Form and Candidate Profile Form to Chapter members

XXX - XXX (Period for nominating members to open positions)

- Chapter members submit Nominations for Elected Officers and Nominating Committee on the attached Nomination Form

XXX date (Chapter Meeting for the Committee to notify members the slate will be presented)

- Nominating Committee notifies Chapter members of the date for presenting the slate

XXX date (provide specific time, e.g., Deadline, 9 p.m.)

- Nominees submit completed Candidate Profile Form to XXX@gmail.com

XXX to XXX

- Nominating Committee reviews nominations, verifies eligibility, follows up with candidates, and prepares slate of nominees

XXX date (provide specific time, e.g., Deadline, 9 p.m.)

- Chapter members submit suggested questions to the Nominating Committee for the Meet The Candidates Forum, XXX@gmail.com

XXX date (Chapter Meeting)

- Nominating Committee presents slate of candidates to Chapter

- Meet the Candidates Forum (potentially provide one Service Hour to encourage members to attend)

XXX date (Chapter Meeting)

- Election of Chapter officers and Nominating Committee
- The Nominating Committee's role ends with the presentation of the slate. The Elections Committee shall have the duty of disseminating and counting the ballots, tallying the votes, and reporting the results to the President.

Note: Clearly communicate to the chapter the timing and process for nominations from the floor. Any member nominated from the floor must be present to accept the nomination. The Nominating Committee will verify the eligibility of nominations received from the floor.

Suggested Chapter Campaign Guidelines



- The Links, Incorporated, as a collective unit, is non-partisan and non-political. Likewise, it does not support excessive campaigning and electioneering for office within the organization.
- Any campaigning at the chapter level should be kept to a minimum, e.g., limited to a campaign speech, Meet & Greet, or candidate forums.
- The Nominating Committee will advise the nominees on the time allocation if campaign speeches occur.
- Consider adopting the formats utilized at the Area and National levels.

*Chapters are the foundation of the organization, and the organization relies on its membership to maintain a **cohesive and sisterly relationship** to carry out the programming activities. This approach is imbedded in everything we do, including nominations & elections.*

A high level of decorum is expected, and elections shall be without improprieties.

Working in Partnership



- *Chapter Nominating Committee*
- *Chapter Bylaws Committee*
- *Chapter Parliamentarian*
- *Southern Area Parliamentarian*
- *Southern Area Elections Committee*
- *Southern Area Nominating Committee*

Meet Your Webinar Presenters



Morgan Curry Brown
Southern Area Chair, Elections
Charleston (SC) Chapter



Jeresia Choice
Orlando (FL) Chapter



Kathy A. Lamar
Azalea City (GA) Chapter



Andrea Montgomery
Birmingham (AL) Chapter



Angela Mumford
North Broward County (FL)
Chapter

Elections



- In The Links, Incorporated, election of chapter officers is governed by our governing documents. As noted earlier, those documents are the Constitution & Bylaws, the Manual of Procedures, the Nominating Procedures Manual, your Chapter Bylaws and your Chapter Standing Rules. If, however, those documents are silent on a particular item, then we look to Robert's Rules of Order Newly Revised 12th edition for guidance (***RONR12th ed.***)
- The Elections Committee shall be determined as provided by the Chapter Bylaws or appointed by the Chapter President.
- The Elections Committee should consist of three to five members, not greater than five. The Elections Committee shall select the Chair from within the Committee.

Elections and Tellers Committee

The Elections Committee may serve as the Tellers Committee:

- The elections committee prepares the ballots and write-in instructions
- In The Links, Incorporated, election of chapter officers is to be by ballot. This requirement cannot be suspended (***RONR 12TH ed 45:20***)

Voting Procedure:

- If the bylaws do not include a provision authorizing the Chapter to elect an officer by acclamation when there is only one candidate for a specific office, election must be by ballot because voting by ballot cannot be suspended. (***RONR 12 ed. 45:20***)



The Ballot



- The ballot will consist of all elected offices as well as a designation for write in candidates next to each office.
- Determine the number of votes cast and votes required for each position.
- Ensure the security of the ballot and tally sheets.
- When the bylaws require that voting shall be by ballot, unless the bylaws specify otherwise, voting must be by paper ballot. If the bylaws are silent on the method, the Chapter may vote on the specified method for the particular election.
- If a chapter wants to vote electronically, it can only do so if provided for in the chapter bylaws or standing rules or by a motion to authorize the vote to be held electronically
- Some Chapters have voted to utilize electronic platforms such as Election Runner and Election Buddy.
- The Elections Committee ensures that the voting platform is secure and anonymous.

Sample Ballot

Balloting

<p>President (Vote for One)</p> <p>_____ Candidate P-1</p> <p>_____ Candidate P-2</p>	<p>Treasurer (Vote for One)</p> <p>_____ Candidate T-1</p> <p>_____ Candidate T-2</p>
<p>Vice President (Vote for One)</p> <p>_____ Candidate VP-1</p> <p>_____ Candidate VP-2</p> <p>_____ Candidate VP-3</p>	<p>Financial Secretary (Vote for One)</p> <p>_____ Candidate FS-1</p> <p>_____ Candidate FS-2</p> <p>_____ Candidate FS-3</p>
<p>Recording Secretary (Vote for One)</p> <p>_____ Candidate RS-1</p> <p>_____ Candidate RS-2</p> <p>_____ Candidate RS-3</p>	
<p>Corresponding Secretary (Vote for One)</p> <p>_____ Candidate CS-1</p> <p>_____ Candidate CS-2</p> <p>_____ Candidate CS-3</p>	

Voting Process

Examples of Electronic Voting Platforms

ELECTION RUNNER



The screenshot shows the 'Create an Election' interface for Election Runner. It features a title field with the placeholder 'e.g. Homecoming Court, Board of Directors', two date fields for 'Start Date' (January 11th, 2023 2:00 AM) and 'End Date' (January 21st, 2023 1:00 AM), and a 'Timezone' dropdown menu set to '(GMT-05:00) America/New_York'. A green 'Continue' button is at the bottom.

 **electionrunner**

Create an Election

Title

e.g. Homecoming Court, Board of Directors

Start Date **End Date**

📅 January 11th, 2023 2:00 AM 📅 January 21st, 2023 1:00 AM

Timezone

(GMT-05:00) America/New_York

Continue ➔

ELECTION BUDDY



Choose One Candidate

Voters select 1 candidate and the candidate with the most votes wins. This is known as [Plurality Voting](#).



The screenshot shows the 'Choose One Candidate' interface for the Treasurer position. It includes a header 'Treasurer', a instruction 'Select ONE choice. If you don't want to vote, select abstain.', and a list of candidates with radio buttons for selection. Kathleen Williams is selected.

Treasurer

Select ONE choice. If you don't want to vote, select abstain.

Candidates

 Kathleen Williams	<input checked="" type="radio"/>
 Anthony Gill	<input type="radio"/>
 Harold Garcia	<input type="radio"/>
Abstain	<input type="radio"/>

Voting Process



**BALLOTING
ALERT!**

The Voting Process:

- Once voting begins, the doors to the meeting should be secured (i.e., there will be no walking-in and out of the room). ***RONR (12th ed.) 45:15***
- Late attendees are not allowed to enter the room once voting begins.

Tallying the Votes

The Vote:



- If any office remains unfilled after the first ballot, the balloting is repeated for that office as many times as necessary to obtain a majority vote for a single candidate ***RONR (12th ed.) 46:32***
- As a member of the chapter, the presiding officer can vote by ballot at the time the other members do. ***RONR (12th ed.) 45:28***
- Therefore, in this instance, the presiding officer cannot break the tie. The presiding officer cannot vote twice, once as a member, then again as presiding officer ***RONR (12th ed.) 44:12***

Elections Report

Elections Tellers' Report

The Elections Committee prepares the results, reviews the results and provides the results to the Chapter President / Presiding Officer.

Voting Ballot  Election Title	
Candidate Name	<input type="checkbox"/>
Write In _____	<input type="checkbox"/>

Tellers' Reports follows a specific format:

TELLERS' REPORT

Number of votes cast		45
Necessary for election (majority)	25	
Link A received		30
Link B received		10
Link C received		13
Invalid Votes		2

Election Committee Report

Position: _____*

Number of Votes Cast _____

Necessary for Election (Majority) _____

Votes Received

Candidate: _____

Candidate: _____

Illegal Votes: Explanation of illegal votes:

Signed: (By the committee members who counted the vote)

Signature Date

*One page is to be used for each Position.

Sample Election Report

Elections Report Completion

The Elections/Tellers Committee:



- The Tellers' Report is entered in full in the minutes, becoming a part of the official records of the organization
- *Under no circumstances may this be omitted for an election or for a vote on a critical motion out of a mistaken deference to the feelings of unsuccessful candidates or members of the losing side. **RONR (12th ed.) 45:37***

Chapter Bylaws & Standing Rules

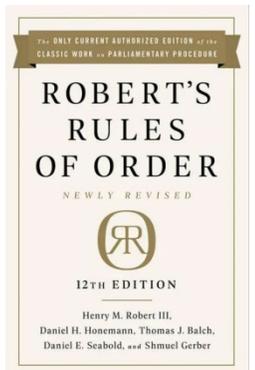
Webinar Presenter



Ramona Hill
Southern Area Parliamentarian
La Capitale (LA) Chapter

Chapter Bylaws and Standing Rules

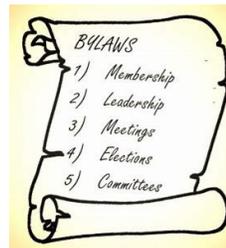
Robert's Rules of Order Newly Revised, 12th Edition



56:23 Article IV: Officers. As stated in **47**, every society should specify in this article of its bylaws the officers it requires, including honorary ones, and how they shall be elected or appointed. The officers rank in the order listed, so that the president should be named first, the vice-president or first vice-president next (unless there is to be a president-elect...

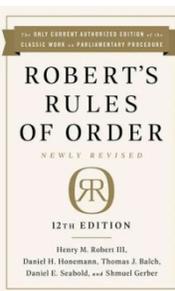
56:24 Normally all that need be said about the duties of officers (apart from occasional references in other articles, under the topics to which specific duties relate) can be included in the section designating the officers, to the effect that “These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Society.” In cases where the extraordinary duties of officers are numerous, however, a separate article titled “Duties of Officers” may sometimes follow this article,,,

56:25 A method of nominating officers (see **46**) may be prescribed in a section of this article; ...



Chapter Bylaws and Standing Rules continued

Robert's Rules of Order Newly Revised, 12th Edition



56:26 Election by ballot should usually be prescribed in the section pertaining to elections and terms of office—often with additional details of election procedure as discussed in 46. A provision can be included to dispense with the ballot when there is only one candidate for an office, although this deprives members of the privilege of voting for “write-in” candidates in such a case...

56:27 & 28 The length of the terms of office should be prescribed; ... and that they shall serve for a term of “one year and until their successors are elected” (or simply for a term of “one year,” which is not recommended; see below)...

56:29 Careful thought should be given to whether, given the circumstances of the particular organization, it is preferable (1) to permit removal of officers only for cause, through disciplinary proceedings that may involve a formal trial, or (2) instead to permit their removal at the pleasure of the membership by a two-thirds vote, a majority vote when previous notice has been given, or a vote of a majority of the entire membership...

56:31 Since a reasonable rotation in office is desirable in almost all organizations, a section of this article may well provide that “No person shall be eligible to serve... consecutive terms [specifying the number] in the same office.” For purposes of determining eligibility to continue in office under such a provision, an officer who has served more than half a term is considered to have served a full term in that office.

56:32 The method of filling vacancies may also be provided (**cf. 47:57–58**).





ANY QUESTIONS?

- Please submit all questions via the Zoom chat feature.
- Questions will be answered in the order received.
- Please note - Due to time constraints, all questions may not be answered.

COMMITTEE MEMBERS

Leading with
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Friendship & Service

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[Link to Recorded Webinar Here.](#)

Thank you.



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Vanessa Falls, Southern Area Director

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