



## LEADERSHIP TRANSITION GUIDE

Implementing an effective transition plan for your chapter is a critical responsibility of outgoing leadership. Here are some reasons why it is important:

- Provides the new leaders with enough knowledge and resources to increase their confidence.
- Minimizes the confusion of leadership change throughout the chapter.
- Minimizes the loss of momentum and accomplishments of the chapter.
- Provides a sense of continuity among the membership.
- Outgoing leaders gain a sense of accomplishment and closure.

**Transitioning the leadership of a TCCA chapter is a necessary task, but can also be a difficult one. Use these checklists to make your chapter’s transition as smooth as possible!**

### INCOMING OFFICERS

- Make sure you have access to the following (as applicable): bank accounts, social media accounts, email and other essential tools.
- Collect important documents and resources from the outgoing officers such as reports, manuals, and budgets.
- Meet with your advisor(s) and incoming officers to assess the current state of the chapter, brainstorm ways to resolve issues and develop a plan of action for the year. Set goals and a strategic plan.
- Review important policies and procedures from Tzu Chi USA and from your school administration.

### OUTGOING OFFICERS

- Be responsive to the incoming leadership and answer any questions they may have; share lessons you’ve learned along the way.
- Be respectful of the incoming leadership’s transition, and provide support when they need it.
- Introduce new leadership to important personnel and offices that are available to support them and be a valuable resource.
- Thank those individuals who were your support network throughout your leadership experience.
- Continue to be an active and engaged member of the chapter.

### ELECTIONS

The election procedure shall be fair and democratic, held without bias and will conform with reasonable standards of conduct. Nominees must have passion, commitment, loyalty and organization management experience. Elections will be held in late spring before the outgoing chapter executive board is discharged from their positions.

### TIME OF ELECTIONS

Elections usually take place in spring. New officers will take office immediately after the spring semester ends.

- **Duration:** Academic year
- **Begin Term:** Fall
- **End Term:** Spring
- **Restriction:** Election of a member to an officer position may be renewable once by election.

### ELECTION PROCEDURES

- **Method of nomination:** Nominations will be accepted in self-nomination, from the floor, and in writing at the meeting prior to the date of elections.
- **Method of voting:** Votes shall be cast by ballot.
- **Majority specifications:** The candidate receiving a majority of the present membership shall be declared the winner.
- **Run-off Election:** In the case of a tie or no majority, a run-off election shall be held to decide a winner.

### RECALL ELECTION

A petition of two-thirds of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member. A recall election shall be held at the next regular business meeting after presentation of the recall petition. An officer may be recalled by a three-fourths vote of the total voting membership.



### VACANCY

Should a vacancy in any office occur, the president may appoint a member to fill that position. The appointment shall be confirmed by a majority vote of the executive board.

If the position of President becomes vacant as a result of resignation, ineligibility, or recall, the vice president shall assume the office of president. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election.