

AMERICAN MORGAN HORSE ASSOCIATION

STANDARD OPERATING PROCEDURE

SOP NUMBER: A2	VERSION: 2
TITLE: Determining Director Numbers by Region(support of bylaw 4.2)	APPROVED BY AMHA Board
AUTHOR: LINNEA SIDI	DATE APPROVED: 1/18/2012
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1. PURPOSE: To document the procedure to be used to determine regional representation numbers
2. SCOPE: Applies to board, candidates, office
3. PREREQUISITES: None
4. PROCEDURE: Prior to April 1 of each year, to determine the number of directors to be elected and the number of signatures required for nomination petitions for the regions due for election, the executive director or a designated office staff person will determine the number of members and the associated percentage of the whole for those regions as of December 31 of the preceding year. This number shall equal the number of members with voting privileges as of the record date. There shall be one director for each full unit of 6% of the total voting members of the region.

For instance: Prior to April 1, 20YY the Executive Director will review the number of members as of December 31 of the preceding year. The campaign process will begin after April 1, 20YY, and the actual election will occur in February 20YZ, which is February of the year following the campaign process, with immediate seating of the director at that election. All regions are monitored every year for changes in membership levels. If a membership level falls below the threshold during a director's three-year term, that term

will not be affected; however, subsequent terms could change if the voting membership numbers decline within the region.

5. ROLES & RESPONSIBILITIES: AMHA executive director to insure this process is followed.
6. MONITORING REQUIREMENTS: Office and board as needed.
7. RECORD MANAGEMENT: Office to retain files
8. REFERENCES: AMHA By Laws