



Executive Committee Meeting

ROA Minute Man Memorial Building

December 6-7, 2024

Minutes

Friday, December 6, 2024

Attendance

The following members of the Executive Committee were present: President, Lt. Col. Layne R. Wroblewski; President-Elect, Maj. Gen. Margaret C. Wilmoth; Immediate Past President, Capt. Robert H. Carmack; Army Vice President, Col. Monti G. Zimmerman; Army Junior Vice President, Capt. Nina N. Kazibwe; Army Executive Committee Members, Maj. R. Reece Newsome, Col. Stanley G. Remer, and Sgt. Maj. Kevin Hollinger; Air Force Vice President, Lt. Col. Susan E. Lukas; Air Force Executive Committee Members, Col. Donald C. Brown, and Lt. Col. Judy M. Ford; Naval Services Vice President, Capt. Henry E. Plimack; and Naval Services Executive Committee Members, Cmdr. John Leonard, and Capt. Samuel Wright.

Appointed national officers present were Chaplain, Lt. Col. Hazel L. Robinson; International Programs Office, Col. James R. Sweeney; Judge Advocate, LT j.g. Jesse P. Samluk; Public Relations Officer, Capt. Henry E. Plimack; Sergeant-at-Arms, Command Sgt. Maj. Terry R. Atchison; and Treasurer, Col. Thomas H. Hueg. Representing the staff were Ms. Diane Markham, Mr. Matt Schwartzmann, and Cmdr. Trey Criner.

Committee chairs in attendance were: Col. Scott Russell, Department/Chapter Development Committee; Capt. Henry E. Plimack, Marketing and Communications Committee; and Lt. Col. Mark Vardaro, Strategic Planning Committee.

Elected and appointed officers absent were: Executive Director, Mr. Jeffrey E. Phillips; Air Force Executive Committee Member, Maj. Jonathan Sih; and Historian, Lt. Col. Peter Powell.

Ms. Diane Markham, recording secretary, took the role. With a quorum in attendance, Air Force Vice President Lukas called the meeting to order at 1:07 p.m.

Call to Order

Lt. Col. Lukas called the meeting to order. She said that President Wroblewski and Maj. Gen. Wilmoth are at a meeting in the Pentagon and would be returning soon. Lt. Col. Robinson provided an invocation, followed by the Pledge of Allegiance. Lt. Col. Shared how appreciative that she and President Wroblewski are for everyone participating in the call. She acknowledged that many of the ExCom members are serving double duty in ROA in addition to their personal lives and careers.

Strategic Planning

Lt. Col. Vardaro led discussions regarding the strategic plan, refining and identifying team champions, points of contact, and status updates for all LOEs and objectives.

President Wroblewski walked through the plan discussion the status of each LOE. Next steps include:

- Lt. Col. Vardaro will send summary of meeting outcomes and next steps to ExCom members within two weeks.
- Lt. Col. Susan, Col. Hueg, Lt. Col. Wroblewski, and Lt. j.g. Samluk will develop a curriculum for annual ExCom training on financial operations and fiduciary responsibilities.
- President Wroblewski and Executive Director Phillips will define fundraising goals.
- Team champions will populate 2024 actions and begin planning 2025 actions.

Recess

The meeting went into recess at 4:02 p.m.

Saturday, December 7, 2024

Attendance

The following members of the Executive Committee were present: President, Lt. Col. Layne R. Wroblewski; President-Elect, Maj. Gen. Margaret C. Wilmoth; Immediate Past President, Capt. Robert H. Carmack; Army Vice President, Col. Monti G. Zimmerman; Army Junior Vice President, Capt. Nina N. Kazibwe; Army Executive Committee Members, Maj. R. Reece Newsome, Col. Stanley G. Remer, and Sgt. Maj. Kevin Hollinger; Air Force Vice President, Lt. Col. Susan E. Lukas; Air Force Executive Committee Members, Col. Donald C. Brown, and Lt. Col. Judy M. Ford; Naval Services Vice President, Capt. Henry E. Plimack; and Naval Services Executive Committee Members, Cmdr. John Leonard, and Capt. Samuel Wright.

Appointed national officers present were Chaplain, Lt. Col. Hazel L. Robinson; International Programs Office, Col. James R. Sweeney; Judge Advocate, LT j.g. Jesse P. Samluk; Public Relations Officer, Capt. Henry E. Plimack; Sergeant-at-Arms, Command Sgt. Maj. Terry R. Atchison; and Treasurer, Col. Thomas H. Hueg. Representing the staff were Ms. Diane Markham, Mr. Matt Schwartzmann, and Cmdr. Trey Criner.

Additional attendees included: Sgt. Maj. Deborah Orvin, representing the DNCMs; and committee chairs: Cmdr. Ed Isom, Constitution and Bylaws Committee; Col. Scott Russell, Department/Chapter Development Committee; Capt. Henry E. Plimack, Marketing and Communications Committee; Lt. Col. Karen Aravich, Resolutions and Legislation Committee; and Lt. Col. Mark Vardaro, Strategic Planning Committee.

Elected and appointed officers absent were: Executive Director, Mr. Jeffrey E. Phillips; Air Force Executive Committee Member, Maj. Jonathan Sih; and Historian, Lt. Col. Peter Powell.

Ms. Diane Markham, recording secretary, took the role. With a quorum in attendance, President Wroblewski called the meeting to order at 8:30 a.m.

Call to Order

President Wroblewski reconvened the Executive Committee meeting on Saturday, October 5, 2024, at 8:30 a.m. The meeting commenced with an invocation delivered by Lt. Col. Robinson.

In his opening remarks, President Wroblewski expressed his gratitude to all attendees for their commitment to the association. He acknowledged the demands on their time and emphasized that their dedication and contributions do not go unnoticed.

He highlighted the comprehensive agenda for the meeting, noting that it would include the presentation of significant information and robust discussions. Additionally, he remarked that many of the discussions would delve into philosophical topics, exploring areas not previously addressed by the committee.

Legislation Update

Mr. Schwartzman reported the NDAA has been finalized. He said we can expect to see the final NDAA text within the next few days. At that time, he will provide more information about where ROA had successes and where continued fight is necessary.

He continued his report shifting to appropriations. He said ROA has begun to broaden its portfolio. ROA took a position advocating for \$100 million to support the U.S. Army Reserve's modernization plan for its Humvee fleet. President Wroblewski paused the conversation to highlight the fact that the Reserves do indeed purchase equipment.

Mr. Schwartzman said this year is going to be the year of the DD214-1. The services have started to come out with their HR documents that outline the basics of the form as well as projected timelines for when they expect to unveil it.

Department National Council Members (DNCM) Report

Sgt. Maj. Orvin, secretary of the DNCM, said the DNCM met every month from July to November. She said the members are engaged and have the organization's best interest at heart. Sgt. Maj. Orvin she said there are DNCM liaisons on most national committees, and the DNCM feels well informed.

Sgt. Maj. Orvin said the DNCMs were happy to support the 2024 Annual Meeting, by providing a speaker. Ms. Sarah Holt, Development Director of Project Healing Borders, provided a briefing at the DNCM meeting. Sgt. Maj. Orvin shared the DNCM's feedback regarding the annual meeting.

Sgt. Maj. Orvin said the next DNCM meeting will be via Zoom on January 23, 2024, at 7:00 p.m. (eastern). She said everyone is welcome to attend.

Committee Reports

- **Ad Hoc Department/Chapter Development Committee (DCDC) Report**

Col. Russell reported that the DCDC has been highly active, holding monthly meetings. He highlighted the success of the 22 Day of Service initiative, which garnered 19 pledges or commitments for participation. Feedback from participants has been collected and will be shared through RVOnline, social media, and other channels.

Col. Russell also emphasized the robust activities of the ROA Academy. During the annual meeting, the Academy hosted a session focused on the fundamentals of managing a chapter and department. The 1.5-hour presentation was attended by 13 participants. He noted that the DCDC plans to conduct the same session again, recording it for inclusion on the website to ensure broader access.

- Ad Hoc Governance Reform and Optimization Workgroup Report

Lieutenant Colonel Lukas reported that she has organized the committee into four subcommittees, each of which is finalizing its recommendations. She noted that the workgroup is operating under a tight timeline, aiming to present its recommendations to the ExCom in March.

She further explained that the subcommittees will brief their recommendations to the full workgroup in January for final review. Following this, proposed amendments to the constitution and bylaws will be identified, drafted, and submitted to the C&B Committee for review.

- Budget and Finance and Treasurer's Report

Lt. Col. Lukas provided an update on financial oversight and projections. The Budget and Finance Committee meets monthly to monitor revenue and expenses. While there is some concern about lower revenue in November and December — a typically slow period for Top of the Hill — Lt. Col. Lukas expressed confidence that the year will conclude without significant issues. She noted that unexpected expenses have been managed through cash flow, avoiding the need for additional financial draws. Year-end financial statements are expected to be available within 60 to 90 days after the close of the fiscal year.

Lt. Col. Lukas highlighted a key financial objective: limiting draws to no more than 4% of investments. While the initially approved budget for 2024 allowed for a draw closer to 5%, actual financial performance has kept the draw to 3.18%, well below the threshold.

For the 2025 budget, the Budget and Finance Committee maintained a conservative approach, avoiding overly optimistic revenue estimates while ensuring expense projections remained realistic. Many of the unfunded requirements from 2024 have been addressed and included in the 2025 budget.

Col. Hueg provided an investment portfolio update. Col. Hueg reported on the performance of the association's investments, noting a portfolio growth of 11.9% so far this year, bringing the balance to \$12 million. He emphasized the long-term goal of increasing the portfolio value to \$45 million, which would generate sufficient revenue to fully support the association's financial needs.

- Constitution and Bylaws Committee Report

Commander Isom stated that President Wroblewski established the GROW Committee in October to spearhead the implementation of his reform initiatives. He noted that all members of the C&B Committee have been appointed to the GROW Committee. Furthermore, he emphasized that the C&B Committee is actively engaged in the GROW Committee's discussions and remains prepared to take action on any proposed amendments to the governing documents as deemed necessary.

- International Programs Report

Col. Sweeney announced that the upcoming CIOR Seminar, focusing on societal resilience, is scheduled for January 26–29, 2025. Transportation will be provided for attendees via a bus from Cologne to NATO headquarters in Belgium for the CIOR/CIOMR/CISOR midwinter meeting, which will take place from January 29–31, 2025.

He also highlighted additional upcoming events, including the in-between meeting in Oslo from May 8–10, 2025, the CIOR/CIOMR/CISOR Summer Congress in Madrid, Spain, from July 28–August 1, 2025, and the subsequent in-between meeting in Munich from November 6–8, 2025.

Col. Sweeney explained that the National Reserve Forces Committee (NRFC), now re-branded as the NATO Committee on Reserves (NCR), acts as the liaison between NATO and reserve forces. He noted that CIOR, particularly its legal committee, has played a key role in advising NATO on the restructuring of the committee and revising the document that defines NATO's relationship with reserve forces.

- Marketing and Communications Committee Report

Capt. Plimack reported that the committee's vice chairman, now serving with AFRICOM, has stepped down, reducing the committee's membership to 17. He assured us that this number is sufficient to effectively fulfill the committee's responsibilities. The committee comprises 17 subject matter experts who actively monitor news, social media, and other channels for mentions of ROA and to identify external marketing opportunities. Capt. Plimack also noted that, sadly, this monitoring sometimes reveals the loss of a member.

During the Annual Meeting, the committee recognized outstanding department and chapter newsletters, websites, editors, and webmasters. The committee provides support to departments and chapters as needed and maintains the Publications Manual, which is scheduled for an update next year. Capt. Plimack encouraged members to submit articles and photos of their activities for inclusion in newsletters and other communications.

Additionally, Capt. Plimack reported that the committee is in the process of developing a strategic communications plan for the Association. The plan will define the target audience, considering demographics such as age and interests, to enhance outreach and engagement efforts.

- Minute Man Memorial Building Committee Report

Col. Brown reported that the Building Committee has been tasked with determining an appropriate and practical reserve fund to address unexpected expenses. To assist with this effort, Ms. Markham provided a detailed list of past expenditures, which the committee is reviewing to differentiate between routine maintenance costs and unforeseen expenses.

On the income side, Col. Brown noted that there is one year remaining on the current leases for both major tenants.

- Resolutions and Legislation Committee Report

Lt. Col. Aravich reported that the committee is currently operating with one fewer member due to Debbie Holsworth's decision to step down. She encouraged members to recommend any Air Force medical professionals who may be suitable for the Resolutions Committee and

to contact her via email with suggestions. Additionally, Ed Brock has also been unable to participate in recent committee activities.

This year, the committee is reviewing 34 resolutions up for renewal. To date, they have completed reviews for 10 resolutions, with another five scheduled for evaluation next week. One resolution has already been identified for elimination due to being rendered obsolete by recent events.

Two of the resolutions under review pertain to the Dole Act. Lt. Col. Aravich noted that if the Dole Act passes, six items within Resolutions 22-02 and 22-03 will be addressed. However, Matt expressed skepticism about the likelihood of its passage, which may necessitate rewriting and potentially combining these resolutions. Additionally, Resolution 22-04 was consolidated last year with Resolution 21-08.

In summary, two out of the first 10 resolutions reviewed have been removed, equating to a 20% reduction. The committee's goal is to streamline the resolution process by focusing on a more feasible number of priorities for Matt, reducing the overall volume from approximately 100 outstanding resolutions to a manageable 50–60 over a three-year period. This approach is intended to enhance efficiency and ensure prioritization aligns with the committee's objectives.

- Resource Development Committee Report

Col. Brown reported that fundraising efforts are currently on pause. While the previous program successfully raised \$5 million, expenses eventually began to outpace revenue. The Executive Director is currently navigating the Request for Proposal (RFP) process to evaluate potential services and associated costs for future fundraising initiatives.

Col. Brown emphasized that a sustainable fundraising model cannot be managed solely by the existing staff, as there will inevitably be associated expenses. The challenge lies in developing a model that ensures positive cash flow moving forward.

Executive Committee Appointment

Capt. Plimack reported that during the Annual Meeting, the Naval Services section nominated Col. William L. Holahan to serve the remainder of Col. Scott Willis's unexpired term. He formally requested that the Executive Committee appoint Col. Holahan to the position.

Upon a properly made motion by the Naval Services Section, and upon a unanimous vote, it was resolved to appoint Col. William L. Holahan, USMC (Ret.), to the position of Naval Services Executive Committeeman, to fill the unexpired term of Col. Scott Willis which expires in October 2025.

National Council and Leaders Conference

Ms. Markham presented a proposed revision to the dates and format of the 2025 National Council and Leaders Conference. The new schedule would shift the event to Thursday through Saturday, enabling Hill visits to take place on Friday. This adjustment aims to provide participants the opportunity to meet with Congressional staff on a day when members of Congress are typically unavailable.

Lt. Col. Lukas noted that many attendees may face mobility challenges in navigating the Hill. She suggested considering the reintroduction of a Congressional breakfast, which has been successful in the past, as an alternative to accommodate those concerns.

Upon a properly made motion by Capt. Wright, seconded by Capt. Carmack, and upon a unanimous vote, it was resolved to amend the dates of the National Council and Leaders Conference to Thursday, March 15 – Saturday, March 15, 2025.

Upon a properly made motion by Col. Zimmerman, seconded by Capt. Wright, and upon a unanimous vote, it was resolved to approve the necessary funds to conduct a Congressional Breakfast during the 2025 National Council and Leaders Conference.

Honorary Life Member

Cmdr. Criner said the Walla Walla Chapter in the Department of Northwest nominated Dr. Pam Murray for honorary life membership. She cannot be recognized as a member, because she never served in the U.S. Military.

Upon a properly made motion by Lt. Col. Ford, seconded by Capt. Carmack, and upon a unanimous vote, it was resolved to grant Dr. Pamela Ann Murray, PhD, with an honorary membership. Dr. Murray is assigned to the Army Service Section and will be affiliated with the Walla Walla Chapter in the Department of Northwest.

Ballot Voting

President Wroblewski reported that an ad hoc committee has developed proposed procedures for ballot voting. Ms. Markham confirmed that separate policies covering elections, resolutions, and amendments to the constitution and bylaws, as well as a 2025 calendar and timeline, were included in the read-ahead materials provided to the Executive Committee.

Upon a properly made motion by Col. Zimmerman, seconded by Capt. Wright, and upon a unanimous vote, it was resolved to adopt the ballot voting procedures for elections as presented and amended. (See attached.)

Upon a properly made motion by Lt. Col. Ford, seconded by Cmdr. Leonard, and upon a unanimous vote, it was resolved to adopt the ballot voting procedures for resolutions as presented and amended. (See attached.)

Upon a properly made motion by Col. Brown, seconded by Col. Zimmerman, and upon a unanimous vote, it was resolved to adopt the ballot voting procedures for constitution and bylaws amendments as presented and amended. (See attached.)

Upon a properly made motion by Capt. Carmack, seconded by Capt. Wright, and upon a unanimous vote, it was resolved to implement ballot voting in 2025 for elections, resolutions, and amendments to the constitution and bylaws.

Industry Partners and Corporate Advisory Panel

Sgt. Maj. Hollinger said that establishing corporate partnerships is a prerequisite for creating a Corporate Advisory Panel. The purpose of the panel would be to guide the Association in aligning with the goals of industry partners, such as appropriations, innovation, and development. Industry partners possess valuable insights and expertise that can benefit the Association.

The primary objectives of these partnerships include revenue-sharing opportunities to support the Association's goals and increasing visibility and promotion of the organization. Corporate partnerships are considered vital, as military associations play an essential role in fostering collaboration with industry. Sgt. Maj. Hollinger remarked that pursuing this direction aligns well with ROA's mission and objectives.

Policies

President Wroblewski noted that, upon reviewing the policies, he identified several areas where actions outlined in the policies were not being implemented as intended. He emphasized the importance of reviewing and updating these policies to ensure they remain current and relevant.

The following policies were subsequently reviewed and amended.

Upon a properly made motion by Col. Zimmerman, seconded by Col. Brown, and upon a majority vote, it was resolved to amend Policy E-1 as follows:

Policy E-1: ~~Charter Definitions~~

The ROA Charter Section 190109(a)(2) reference to "national entities" is defined as those with standing membership of at least one voting member from each department or as designated by the Executive Committee.

Notes: The recent amendment to the charter removed the word "entities."

a. National Ballot Voting – National ballot voting is the means in which every member is entitled to vote on matters of association business.

Upon a properly made motion by Lt. Col. Ford, seconded by Maj. Newsome, and upon a unanimous vote, it was resolved to remove "Executive Committee Focus" from the header of the book. The text will remain in Policy E-4, Section 1.

Upon a properly made motion by Capt. Carmack, seconded by Col. Zimmerman, and upon a unanimous vote, it was resolved to amend Policy E-8 as follows:

Policy E-8: National Staff

*Section 1: Executive Director – The executive director shall be the chief ~~oper-~~
~~ations~~ **executive** officer of the Association and shall be responsible for the management of the Association under the general supervision of the president. The executive director shall employ staff necessary to carry out the work of the Association, define their duties, supervise their performance, fix their compensation within the approved budget, and assign and delegate responsibilities of management.*

Upon a properly made motion by Maj. Newsome, seconded by Capt. Carmack, and upon a unanimous vote, it was resolved to amend Policy E-15, Section 7, as follows:

Policy E-15: Budget and Finance
Section 7: Fiscal Year, Subsection (a) – The fiscal year of the Association shall begin each year on the first day of ~~April~~ January.

Upon a properly made motion by Lt. Col. Lukas, seconded by Col. Zimmerman, and upon a unanimous vote, it was resolved to amend Policy E-15, Section 11, as follows:

Policy E-15: Budget and Finance
Section 11: National Officer Expenditures – Outgoing national officers with budgeted funds shall not spend more than 90% of their new budget from 1 ~~April~~ January to 1 ~~February~~ October.

Upon a properly made motion by Lt. Col. Lukas, seconded by Capt. Carmack, and upon a unanimous vote, it was resolved to amend Policy E-19 as follows:

Policy E-19: Reporting Requirements
Section 1: Financial Reports: Department and Chapter – All departments and chapters are required to submit financial reports for the previous fiscal year ending on 31 ~~March~~ December. Reports are due at national headquarters (45) forty-five days later on 15 ~~May~~ February. Instructions for completion of the reports and the report forms are on the website.

Upon a properly made motion by Col. Zimmerman, seconded by Capt. Wright, and upon a unanimous vote, it was resolved to amend Policy E-20 as follows:

Policy E-20: National Annual Meeting
Section 3: Votes – In national Annual Meeting voting, each service section of a department shall be entitled to one vote and one additional vote for each 250 members or major fraction thereof in that service section. At least one delegate from any service section of a department must be present to cast the department's votes at meetings of that service section, but one delegate present from a department may cast all of that department's votes at general sessions. For purposes of this policy, Association membership on 1 ~~April~~ January as determined by national headquarters shall apply.

Adjournment

President Wroblewski thanked everyone for participating in the meeting, then adjourned the meeting at 3:58 p.m.

Minutes submitted by Jeffrey E. Phillips, Executive Director.

JEP/dm



Ballot Vote Process – Elections

Current as of December 7, 2024

1.1. Eligibility/Voting Strength

- 1.1.1. Eligibility: Every Regular¹ and Honorary² member in good standing may submit a ballot.
- 1.1.2. Voting Strength: Each member eligible to vote may cast one vote for each item on the ballot.

1.2. Administration

- 1.2.1. National Voting Officer: ROA's Director of Administration will serve as the "National Voting Officer." The Executive Director will certify all voting results.
- 1.2.2. Member Notification
 - a) Members with a valid email address on file:
The July and August ReserveVoice Online will announce the upcoming ballot vote and Town Hall meeting dates.
 - b) Members who DO NOT have a valid email address on file:
The Spring ReserveVoice Magazine will announce the upcoming ballot vote and Town Hall meeting dates. Members will be presented with three options:
 - I. Contact national headquarters to provide a valid email address.
 - II. Contact national headquarters to request a paper ballot.
 - III. Take no action.
- 1.2.3. Voting Period
 - a) The online voting portal will open the first day of the month preceding the month of the annual meeting and will close the last day of that preceding month.
 - b) Paper ballots must be received by the close of the online voting portal.
 - c) A special email will be sent to all members to announce when the portal is open.
- 1.2.4. Online Voting Portal

ROA's Association Management Software will be used to conduct the voting. The National Voting Officer will build the ballot. Members must log into the ROA website to access the ballot. Members will only be able to vote once.

¹ ROA's Constitution and Bylaws does not specify membership rights for Regular members. Absent specific reference, Regular members have all rights and privileges of membership, to include voting.

² Article A-3: Membership Eligibility, Section 1(c): Honorary Life Memberships, subsection 1: Rights/Privileges – Honorary life members shall have all the rights and privileges of Regular members except serving as an elected or appointed officer.

1.2.5. Final Tabulations/Administration of Voting

- a) At the conclusion of the voting period, the National Voting Officer will tabulate the results. The results will be certified by ROA's Executive Director.
- b) All results will remain confidential until announced at the annual meeting.
- c) Voting results and ballots are to be preserved for not less than three years and shall be made available for inspection by any ROA member in good standing or by his/her agent at any reasonable time following reasonable advance notice.

1.2.6. Announcement of Voting Results

Final tabulations of the ballot vote will be announced during the business meeting of the Annual Meeting.

1.2. Election Process

1.3.1 Candidate Eligibility

- a) All candidates shall be Regular members in good standing.³
- b) All candidates must be endorsed by their respective department.⁴

1.3.2 Candidates' Corner

- a) ROA's website will host a page on www.roa.org called "Candidates' Corner."
- b) All endorsements will be published on the Candidates' Corner upon receipt.
- c) Candidates may provide additional information to national headquarters for publication on the Candidates' Corner (e.g., photo, bio, flier, written candidate statement, video statement, etc).
- d) Upon receiving notification of the service sections' nominees, the Candidates Corner will be updated to annotate those candidates receiving a service section nomination.

1.3.3. Endorsements/Nominations

- a) Department Endorsement: All candidates must be endorsed by their respective department.⁴
 - I. Endorsement Letter – A letter of endorsement must be signed by the department president or secretary.⁴
 - II. Endorsement Deadline – The letter of endorsement is due to national headquarters no less than 45 days prior to the voting period.

³ Article A-7: Officers, Section 4: Nomination – The president, the president-elect, the vice presidents, the junior vice presidents and the executive committeemen shall be Regular members in good standing nominated by the particular service sections concerned. Other candidates for these respective officers shall be allowed a position on the ballot upon nomination by their department.

⁴ Article A-7: Officers, Section 1(c): Nominees for elected office must have the endorsement of their department, signed by the department president or secretary.

- b) **Nomination Committee Nomination**
 - I. All service sections shall appoint a nominating committee.
 - II. Each nominating committee shall interview all endorsed candidates within their respective service section.
 - III. Nominating committees shall nominate not more than one candidate for each office.
 - IV. Before making its report to national, the respective service section nominating committee will contact the selected candidate to obtain acceptance of the nomination.
 - V. The nominating committee report will be submitted to the National Voting Officer no less than 30 days prior to the voting period.

1.3.4. Service Section Nomination

- a) A Town Hall meeting for each service section will be held no less than 21 days prior to the voting period.
- b) All members will be notified of the scheduled Town Hall dates.
- c) Town Halls will be led by the vice presidents of the respective service sections.
- d) Each candidate will be given five minutes to introduce themselves.
- e) A seconding speech of not more than two minutes will be permitted for candidates and will be given by an ROA member of the candidate's service section and choice.
- f) At the conclusion of the Town Hall, a vote will be taken. The candidate receiving the most votes will receive the service section's nomination and will be so annotated on the national ballot.³
- g) Candidates for national office may not be nominated by a service section other than that to which they belong.

1.3.5. Ballot

- a) The National Voting Officer will create the ballot.
- b) The name of each service section nominee will go on the ballot with a notation they have received the service section's nomination.
- c) The National Voting Officer will contact all department-endorsed candidates and their respective departments who did not receive their service section's endorsement. The unendorsed candidate(s) will be asked if they would like to remain on the ballot or withdraw their candidacy. If they choose to remain on the ballot, their name will go on the ballot below the nominated candidate. They will have no annotation next to their name.



Ballot Vote Process – Resolutions

Current as of December 7, 2024

1.1. Eligibility/Voting Strength

- 1.1.1. Eligibility: Every Regular¹ and Honorary² member in good standing may submit a ballot.
- 1.1.2. Voting Strength: Each member eligible to vote may cast one vote for each item on the ballot.

1.2. Administration

- 1.2.1. National Voting Officer: ROA's Director of Administration will serve as the "National Voting Officer." The Executive Director will certify all voting results.
- 1.2.2. Member Notification
 - a) Members with a valid email address on file:
The July and August ReserveVoice Online will announce the upcoming ballot vote and Town Hall meeting dates.
 - b) Members who DO NOT have a valid email address on file:
The Spring ReserveVoice Magazine will announce the upcoming ballot vote and Town Hall meeting dates. Members will be presented with three options:
 - I. Contact national headquarters to provide a valid email address.
 - II. Contact national headquarters to request a paper ballot.
 - III. Take no action.
- 1.2.3. Voting Period
 - a) The online voting portal will open the first day of the month preceding the month of the annual meeting and will close the last day of that preceding month.
 - b) Paper ballots must be received by the close of the online voting portal.
 - c) A special email will be sent to all members to announce when the portal is open.
- 1.2.4. Online Voting Portal

ROA's Association Management Software will be used to conduct the voting. The National Voting Officer will build the ballot. Members must log into the ROA website to access the ballot. Members will only be able to vote once.

¹ ROA's Constitution and Bylaws does not specify membership rights for Regular members. Absent specific reference, Regular members have all rights and privileges of membership, to include voting.

² Article A-3: Membership Eligibility, Section 1(c): Honorary Life Memberships, subsection 1: Rights/Privileges – Honorary life members shall have all the rights and privileges of Regular members except serving as an elected or appointed officer.

1.2.5. Final Tabulations/Administration of Voting

- a) At the conclusion of the voting period, the National Voting Officer will tabulate the results. The results will be certified by ROA's Executive Director.
- b) All results will remain confidential until announced at the annual meeting.
- c) Voting results and ballots are to be preserved for not less than three years and shall be made available for inspection by any ROA member in good standing or by his/her agent at any reasonable time following reasonable advance notice.

1.2.6. Announcement of Voting Results

Final tabulations of the ballot vote will be announced during the business meeting of the Annual Meeting.

1.3. Resolutions Process

1.3.1. New Resolutions

- a) Proposed resolutions, sanctioned by the department, must be submitted to the ROA Director of Legislation and Military Policy (currently Matthew Schwartzman) by the Department President or Secretary, not less than 130 days prior to the voting period.
- b) The Resolutions and Legislation Committee will:
 - I. Review/edit proposed resolutions.
 - II. Coordinate/collaborate with submitting departments as necessary.
 - III. Consult with service section leaders (VP, JVP, Executive Committee-men) as necessary.
 - IV. Send final proposed amendments to the National Voting Officer no less than 100 days prior to the voting period.

1.3.2. Review/Discussion

- a) The National Voting Officer will provide the proposed amendments to all departments no less than 90 days prior to the voting period.
- b) A Town Hall meeting for each service section will be held no less than 21 days prior to the voting period. All members will be notified of the scheduled Town Hall dates.
- c) Town Halls will be led by the vice presidents of the respective service sections. Any resolutions referred to the respective service section will be discussed during the Town Hall. The Resolutions and Legislation Committee chair will be in attendance.
- d) A Town Hall meeting, led by the national president, will be held no less than 14 days prior to the voting period. Discussion will include all items to be included in the ballot vote, including proposed resolutions. The Resolutions and Legislation Committee chair will be in attendance.

1.3.3. Revisions

- a) The Resolutions and Legislation Committee will:
 - I. Make a final review of proposed resolutions and make any edits/adjustments as needed.
 - II. Send final proposed amendments to the National Voting Officer no less than 7 days prior to the voting period.

1.3.4. Ballot

- a) The National Voting Officer will create the ballot.
- b) The “therefore” clause of the proposed resolutions will go on the ballot with a link to the full proposed amendment.

1.3.5. Existing Resolutions³

- a) The Resolutions and Legislation Committee will conduct an annual review of all current resolutions and craft a recommendation for termination of any resolution that is completed or overcome by events.
- b) At the ExCom meeting on the first day of the National Annual Meeting, the Resolutions and Legislation Committee will present their recommendations for termination. If no terminations are recommended, the Resolutions and Legislation Committee will brief accordingly.
- c) The Executive Committee will vote on the Resolutions and Legislation Committee’s recommendations.

³ Article A-6: Policy. The Resolutions and Legislation Committee shall conduct an annual review of all current resolutions and recommend to the Executive Committee termination of any resolution that is completed or overcome by events. The Executive Committee shall terminate any such resolution.



Ballot Vote Process – Charter, Constitution, and Bylaws

Current as of December 7, 2024

1.1. Eligibility/Voting Strength

- 1.1.1. Eligibility: Every Regular¹ and Honorary² member in good standing may submit a ballot.
- 1.1.2. Voting Strength: Each member eligible to vote may cast one vote for each item on the ballot.

1.2. Administration

- 1.2.1. National Voting Officer: ROA's Director of Administration will serve as the "National Voting Officer." The Executive Director will certify all voting results.
- 1.2.2. Member Notification
 - a) Members with a valid email address on file:
The July and August ReserveVoice Online will announce the upcoming ballot vote and Town Hall meeting dates.
 - b) Members who DO NOT have a valid email address on file:
The Spring ReserveVoice Magazine will announce the upcoming ballot vote and Town Hall meeting dates. Members will be presented with three options:
 - I. Contact national headquarters to provide a valid email address.
 - II. Contact national headquarters to request a paper ballot.
 - III. Take no action.
- 1.2.3. Voting Period
 - a) The online voting portal will open the first day of the month preceding the month of the annual meeting and will close the last day of that preceding month.
 - b) Paper ballots must be received by the close of the online voting portal.
 - c) A special email will be sent to all members to announce when the portal is open.
- 1.2.4. Online Voting Portal

ROA's Association Management Software will be used to conduct the voting. The National Voting Officer will build the ballot. Members must log into the ROA website to access the ballot. Members will only be able to vote once.

¹ ROA's Constitution and Bylaws does not specify membership rights for Regular members. Absent specific reference, Regular members have all rights and privileges of membership, to include voting.

² Article A-3: Membership Eligibility, Section 1(c): Honorary Life Memberships, subsection 1: Rights/Privileges – Honorary life members shall have all the rights and privileges of Regular members except serving as an elected or appointed officer.

1.2.5. Final Tabulations/Administration of Voting

- a) At the conclusion of the voting period, the National Voting Officer will tabulate the results. The results will be certified by ROA's Executive Director.
- b) All results will remain confidential until announced at the annual meeting.
- c) Voting results and ballots are to be preserved for not less than three years and shall be made available for inspection by any ROA member in good standing or by his/her agent at any reasonable time following reasonable advance notice.

1.2.6. Announcement of Voting Results

Final tabulations of the ballot vote will be announced during the business meeting of the Annual Meeting.

1.3. Charter, Constitution, and Bylaws Amendment Process

1.3.1. Submission of Proposed Amendments

Proposed amendments must be submitted to National Headquarters, Office of the Administrator, no less than 120 days prior to the voting period.

1.3.2. Constitution and Bylaws Committee Review

The Constitution and Bylaws Committee will:

- a) Review/edit proposed amendments.
- b) Coordinate/collaborate with originating departments as necessary.
- c) Consult other national committees as necessary.
- d) Finalize proposed amendments.
- e) Send final proposed amendments to the National Voting Officer no less than 100 days prior to the voting period.

1.3.3. Review/Discussion

- a) The National Voting Officer will provide the proposed amendments to all departments no less than 90 days prior to the voting period.
- b) A Town Hall meeting for each service section will be held no less than 21 days prior to the voting period. All members will be notified of the scheduled Town Hall dates.
- c) Town Halls will be led by the vice presidents of the respective service sections. The C&B Committee chair will also be in attendance to answer questions.
- d) Discussion will include all items to be included in the ballot vote, including proposed amendments.

1.3.4. Ballot

- a) The National Voting Officer will create the ballot.
- b) Proposed amendments will go on the ballot with a link to the full proposed amendment.