



NORTH CAROLINA BOARD OF BARBER AND ELECTROLYSIS EXAMINERS

Memo

TO: Board members

FROM: Dennis Seavers

DATE: October 13, 2025

SUBJECT: Elections

The board's statutes require the board to "annually elect its own officers"¹ At its October 21, 2025 meeting, the board will have elections for officers (chair and vice-chair). This memo offers background information on the roles of the officers and the election procedures.

Roles of officers

According to the board's bylaws (section III.2), the chair:

- Performs the duties and has the responsibilities of the chief executive officer of the board
- Presides at the meetings of the board
- Supervises the performance of all activities of the board
- Keeps the board duly informed and carries out its decisions
- Performs other duties and has other powers as pertain to the office or as may be designated by the board

The same section of the bylaws states that the vice-chair assumes the duties of the chair when the chair is absent and has any other duties that the chair may assign.

Officers serve for one year.² If there is a change in officers, the current officers will serve "until the close of the annual Board meeting in which elections are held."³

All officers must remain in good standing with the board during the tenure.⁴ If an elected board member misses two consecutive meetings of the board without good cause, the

¹ G.S. § 86B-3

² Bylaws § III.1

³ Id. at § III.3

⁴ Id. at § III.4

member is automatically removed from office and a successor will be elected.⁵ (This meeting-attendance requirement for officers is separate from the one in Executive Order 34, which establishes attendance requirements for all board members.)

Election procedures

North Carolina's Open Meetings Law (OML) prohibits secret ballots.⁶ Under OML, if written ballots are used, they must be signed and available for public inspection until the minutes of the meeting are approved.⁷

Since OML discourages the use of written ballots, I recommend the following steps for each office, which is a procedure the board has followed for years.

1. Board members make a nomination and second the nomination.
2. After the nominations are complete, a motion is made and seconded to close the nominations.
3. Through a roll-call vote, the board members cast their votes for one of the nominated members.

⁵ Id. at § III.5

⁶ G.S. § 143-318.13(b).

⁷ Ibid.