

Options for Replacing an Officer on NHS

***Please remember – check with your own bylaws FIRST to see if you have a section titled something similar to “Filling Vacancies”.** If you don't have bylaws or don't have **this section** in your bylaws, you must create it. We suggest checking with your school's student council or another school in the district/area for guidance. Only schools that are NATIONAL Honor Societies are held accountable for this.

1. Having a special election just for this office
2. Soliciting nominations and having the Executive Committee appoint a replacement (EC is the other officers and you as adviser)
3. Soliciting nominations and having the Faculty Council appoint a replacement.
4. Having the chapter president appoint a replacement (not necessarily recommended because of charges of 'favoritism' that could enter in).
5. You, as adviser, appoint a replacement -- again, not recommended since it isn't very democratic (though it does assure that someone you believe to be competent gets the job).
6. Other methods of your devising, though 1-5 are standard responses that are easily understood by most outsiders.

Whichever option you selection, I would suggest that you review the process with your principal prior to implementing it to make certain he/she could support the process if it is questioned for whatever reason.

IF there were two (or more) candidates for VP, you could also take those individuals into consideration for one of the 5 options noted above -- assuming that they are (a) still interested and (b) have the time to undertake the duties of the new office.

Always important when replacing an officer to be certain that the nominees understand (a) the nature of the process to be used to select the new officer and (b) that the nominees have a written copy of the duties of office indicating what jobs they are required to complete and what obligations (meetings, projects, etc) they will assume if selected.

The method you select is left to you -- the National office has no formal requirement.

The first two options are highly recommended by the National office, though they are more time-consuming. Again, please check your local bylaws first.