

NOMINATIONS AND ELECTIONS

Procedure for Nominations

- Secretary or parliamentarian reads section of bylaws pertaining to nominations and elections.
- Nominating committee presents its report; no motion is made.
- Chair rereads the report of the nominating committee.
- Chair calls for nomination from the floor:
(_____ name) has been nominated for the office of president. Are there further nominations for the office of president?
(If someone is nominated, the chair repeats the name and continues as above.)

- This procedure is followed for each office - one by one.
- After the last office, the chair says:
"Are there further nominations for any of these offices?"

(If a nomination is made, the chair repeats the name and proceeds as above.)

- Nominations may be closed by a motion, seconded and a 2/3 vote OR by the chair saying:
"Since there are no further nominations, nominations are declared closed."

NOTE: Nominations do not require a second.
 The consent of the nominee must be secured.

Procedure When Election Is By Voice

- If the bylaws permit, the election may be by voice vote.
- The chair rereads the names of the nominees.
- The vote should be on each candidate separately but may be on the entire list.
- Following each vote, the chair says:
(name) has been elected to the office of _____
(The name of the person elected and the office should be announced for each)

Procedure When Election Is By Ballot

- If there is more than one nominee for an office or if the bylaws require that elections be by ballot, the elections must be by ballot.
- If ballots are not printed, names of candidates should be written on a blackboard or presented in such a way that they may be seen and heard.
- The chair appoints tellers to distribute, collect, count and record ballots, and to prepare a written report. **Ballots are given to members only.**
- The tellers' report should include:
 - for each office:
 - number of votes cast
 - number of votes necessary to elect
 - number of votes for each candidate
 - The report is signed by all tellers.
- The chair reads the tellers' report and declares:
(name) having received a majority of the votes cast is elected as (office).
This is repeated for each office.

TIPS:

- Any nominee for office should not serve as a teller.
- When there are tellers, one person should be given the assignment of reading the ballots aloud while others record the votes.
- Votes are tallied in groups of five - four vertical lines with a fifth drawn diagonally across the four.
- When the president is the nominee for a second term, they president still conducts the election.
- An election is an order of business and is treated as such by the presiding officer.
- The chair should thank the nominating committee after the report is presented.