How to Conduct Election of Officers at a Meeting
<u>Chair's Script</u>

At the _meeting before the Election_ put an item on the agenda referencing the Election of Officers to remind members of the upcoming Election. When the item is discussed during that meeting remind them to read the bylaws (if any).

Election of officers shall be conducted as the first order of business (Item #1 on that month's agenda) at the _meeting of the Election_. This is done by a vote of the membership for the following positions:
- Chair / Co-Chairs
- Vice-Chair

Nominations for these positions will be done from the floor.

Current Chair will call the meeting to order and, after roll call, he/she will open the floor for nominations. The Chair recognizes the member making the nomination:

"   (name)   would you please state your name for the record and your nomination?"

Member:

"My name is   (name)   and I would like to nominate   (name)   for   (position)   "

Chair asks the nominee if they consent to the nomination.

If nominee gives their consent the Chair announces:

"   (name)   has been nominated for the position of   (position)   . Are there any further nominations?

Continue until there are no other nominations.

- _If_ there is only one nomination, the Chair declares the nominations closed.

    "May I have a second motion to nominate   (name)   as the new   (position)   ?"

    "Any discussion?"

    "All those in favor/opposed?"

    Motion carried. Passes/Fails.

- *If* there are multiple nominations, the Chair will take a vote on each nomination in the order they were made. After tallying the ***ayes*** and ***nays*** the Chair will announce the nominee that received the majority of the votes.

  "_(name)_ has received the majority of the votes. May I have a motion and a second to accept the results of the vote?"

  "Any discussion?"

  "All those in favor/opposed?"

Motion carried by a voice vote of _____ to ____. Passes/Fails.

New Chairperson takes over the meeting at this point.