

Script for conducting elections

It can be nerve-racking to stand in front of your membership and conduct elections. What do you say and, how do you say it? Consider the following.

PRESIDENT: "We will now conduct our elections. Would the parliamentarian please read the sections of the bylaws pertaining to elections?"

PARLIAMENTARIAN: *(The parliamentarian reads aloud the following sections of the unit bylaws: Article V, Sections 1, 2, 3a, 3b, 3d, 3g, 4, 5, 6, 7 and 11.)*

PRESIDENT: "Will the chairman of the nominating committee please present the committee report?"

CHAIRMAN: *(The chairman reads the prepared report that states the slate of nominees, the nominating committee members and the date of the report. The chairman's part in the elections is concluded.)*

PRESIDENT: "Thank you." *(The president then rereads the report of the nominating committee and asks each nominee to stand.)* "According to our bylaws, nominations from the floor are now in order. For president, _____ is nominated. Are there further nominations from the floor?" *(Give a few moments for response.)* "Seeing none, the nominations for president are closed."

"_____ has been nominated for executive vice president. Are there further nominations from the floor?" *(Give time for response.)* Seeing none, the nominations for executive

vice president are closed."

The president then goes through each elected position as specified in the bylaws asking for nominations from the floor. Should a nomination be received for an office that has no candidate, that election can be held by voice vote. Should a nomination be received for an office with a candidate, a ballot election must then be held for that office or offices; a ballot election must also be held at the request of any member of the association. See section below for information regarding a ballot.

PRESIDENT: *(The president then reads the candidates and offices.)* "As there are single candidates for each office (if there are), we will conduct the elections by voice vote. Is there any objection to this procedure? *(If no one has called for a ballot vote, elections continue.)* All those in favor of electing _____ as president, _____ as executive vice president ... *(reads all the names)* say 'Aye.' Those against, say 'No.' The ayes have it and you have elected the following officers."

(The president then restates the names and offices of those elected. The "voice vote" election is concluded.)