**THE ELECTION SCRIPT**

**PRESIDENT (may also be referred to as the Chair)**: The next item of business is the election of officers. Before we begin the election, I have some protocols: Recognition to speak – members must not speak unless recognized by the chair. To seek recognition by the chair, the members must raise their hand and wait to be addressed by the chair. The Secretary will read the bylaws: ARTICLE VI: Officers and their Election.

**SECRETARY**: READS THE DESIGNATED ARTICLE

**PRESIDENT**: Will the Nominating Committee now report.

**CHAIR**: (reads Report of the Nominating Committee) READ THE SLATE

The Nominating committee submits the following nominations:

For President ......... FIRST & LAST NAME

For 1st Vice President........ FIRST & LAST NAME

For 2nd Vice-President......... FIRST & LAST NAME

For 3rd Vice President......... FIRST & LAST NAME

For Treasurer ......... FIRST & LAST NAME

For Secretary ......... FIRST & LAST NAME

**PRESIDENT:** (rereads the Report)

The Nominating committee submits the following nominations:

For President ......... FIRST & LAST NAME

For 1st Vice President........ FIRST & LAST NAME

For 2nd Vice-President......... FIRST & LAST NAME

For 3rd Vice President......... FIRST & LAST NAME

For Treasurer ......... FIRST & LAST NAME

For Secretary ......... FIRST & LAST NAME

***\*\*As this next process begins, make sure the secretary is ready because they are responsible for recording what transpires\*\****

**PRESIDENT:** (names each nomination and position and asks for further nominations – ONE BY ONE)

* The moment the nomination is verbally refused, pause to request the secretary records “FIRST NAME LAST NAME has refused the nomination for POSITION”.
  + Then you ask for any nominations from the floor.
* If someone nominates from the floor, you pause to request the secretary records it in the minutes. As soon as you have more than one nomination for a position – you must elect that position at that time. You DO NOT continue on with reading the nominations because if an individual loses, they have the right to run from the floor for a different position.

FIRST NAME LAST NAME is nominated for President, FIRST NAME do you accept the nomination?. Are there any further nominations for President – ASK THREE TIMES! Then say: THE NOMINATIONS FOR PRESIDENT ARE NOW CLOSED.

\**Once the nominations for a position are closed, that is it there is no going back and the opportunity to run from the floor has closed. This is why you ask three times just to make it very clear that now is the time to speak up.*

FIRST NAME LAST NAME is nominated for 1st Vice President, FIRST NAME do you accept the nomination? Are there any further nominations for 1st Vice President? THE NOMINATIONS FOR 1ST VP ARE NOW CLOSED.

REPEAT THIS PROCESS FOR ALL POSITIONS. Remember, if someone runs from the floor you stop the nominations and conduct the vote for that single position. Then you resume the nominations.

**The next steps are as if there is only one nomination for each position:**

The President asks for the number of members present. The President will read the complete list of nominations:

For President ......... FIRST & LAST NAME

For 1st Vice President........ FIRST & LAST NAME

For 2nd Vice-President......... FIRST & LAST NAME

For 3rd Vice President......... FIRST & LAST NAME

For Treasurer ......... FIRST & LAST NAME

For Secretary ......... FIRST & LAST NAME

**PRESIDENT:** Since our bylaws allow us to vote by show of membership cards or voice vote when there is only one nominee for an office - we will vote by raising the index card in the air – please keep your hand raised until the count completed (or you can say voice vote – it is your choice) for the slate as presented. A MAJORITY VOTE ELECTS OFFICERS.

Please raise your hands for those in favor of the 23-24 slate of nominees as presented. Anyone opposed…

The majority has it, thank you and congratulations to the new slate of officers.

*OR YOU CAN GO THROUGH EACH ONE AND TAKE A VOICE OR BALLOT VOTE:*

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)