

## Script for Conducting Elections

Standing in front of the membership and conducting elections can be nerve-wracking. This script can be used to help run elections smoothly.

**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, 4a, 4e, 5 to 8 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, and there is no objection, that election can be declared elected by **acclamation:**

**PRESIDENT:** *(The president then reads the candidates and offices.)* "As there are single candidates for each office (if there are), if there is no objection the candidates will be declared elected by acclamation. Is there any objection to this procedure? *(If no one has called for a ballot vote, elections continue.)* It is declared that the following officers: \_\_\_\_\_ as president, \_\_\_\_\_ as executive vice president ... *(reads all the names)* are elected by acclamation."  
*(The president then restates the names and offices of those elected.)*

If a member of the association objects to the use of acclamation to declare the election (which can only be used if there is a single candidate for each office), a voice vote may be conducted. It should be explained to the association that the only way to ensure a candidate for office is not elected is to have another person run for office and win a ballot 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.

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### If a Ballot Vote is Necessary

1. When there are two or more nominees for an office or when a member requests it, the election is held by ballot. To verify eligibility to vote, the membership list must be checked before ballots are distributed. The secretary should have the official membership list. If a membership list is not available, all present must be allowed to vote. The secretary should have ballot slips available. If it is known prior to the election meeting that there will be two or more nominees for any office, ballots may be distributed at a registration table as members arrive for the meeting and present their membership cards.

2. The president appoints a tellers committee, including a chairman and at least two (2) tellers, whose duties are to distribute, collect and count the ballots. Ballots may also be collected in a ballot box.

3. The president requests all members eligible to vote to rise and be counted. This count will determine the number of ballots to be tallied.

4. A nominee for an office cannot be involved in the election procedure as a teller who collects ballots and counts votes.



5. When a ballot vote is cast, a candidate must be chosen, or the ballot will be disqualified.

6. Illegal ballots are counted to determine the number of votes cast, but are not applied as a vote for or against any nominee. Ballots are considered illegal if:

- They are unintelligible;
- They contain the name of a nominee who is not a member; or
- Two or more filled-out ballots are folded together. (These are recorded as one illegal vote)

7. In a contested election, where there is more than one candidate on the slate, each nominee may designate a person as an observer at the time the ballots are counted.

8. A candidate must receive a simple majority (half of the votes received plus one) of the vote to be elected. If another vote is necessary, the voting members must be recounted to establish the number of ballots to be tallied. If a member eligible to vote was not present when the original ballot was cast but arrives in time for another vote, the member is entitled to vote.

9. The results of the voting are reported by the chairman of the tellers, in writing, to the president, as follows:

- *Number of members eligible to vote: 25*
- *Number of votes cast: 22*
- *Number needed to elect: 12*
  - *(Nominee Name)*
    - *Received: 8*
  - *(Nominee Name)*
    - *Received: 14*

10. This procedure is repeated for each contested office. The president announces who has been elected to office. Unless requested, the president does not have to announce the number of votes cast for each nominee, but the complete Tellers' Report must be recorded in the minutes. Following the announcement of the vote, the chairman of the tellers moves that the ballots be destroyed.

11. It is permissible to use these two procedures in one election by using acclamation or voice vote for uncontested offices and a ballot vote for those that have two or more nominees.

12. **Generally**, a challenge to the election procedure or outcome must be made during the election meeting. If inconsistencies or irregularities are discovered after the election meeting concludes, consult with the council or district for guidance.

13. For additional information, see *Robert's Rules of Order Newly Revised, Twelfth Edition* – "Point of Order" section.