

# Conducting a Valid Chapter Election of Officers & Voting Directors

It is vital that each chapter run a proper election of officers and voting directors each year.

This presentation will provide you with the specific tasks and materials that when followed, ensures that a legal/valid election has taken place for your chapter.

# Conducting a Valid Chapter Election of Officers & Voting Directors

- Step one: Check and review Chapter bylaws for specific provisions concerning the election process, number of officers to be elected, deadlines and dates to hold the election meeting, and composition of nominating committee.
- Step two: Your chapter Nominations & Elections representative should build a timeline to accomplish the election tasks to comply with the Bylaws.
- Step three: Schedule the Chapter election meeting.

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- Open Nominations and provide a specific end date for their submission and solicit nominations for the chapter officer positions.
  - Nominations from the floor can also be made at the chapter election meeting.
  - Current officers must declare via an email to the chapter Nominations & Elections chair their intention to continue service and declare for the office they intend to run.
  - In the event an individual is nominated for two positions the individual must select one position for which they intend to run.
  - All Nominees should be contacted to ensure they accept the nomination and will serve if elected.

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- Prepare the Ballot
- Email Ballots to the chapter members.
  - Please vote for one candidate in each category if unable to attend the Election meeting on <date>.
  - Email Ballots must be received by <date>.
  - Please note that by casting your vote by email you will be unable to vote at the election meeting.

# Conducting a Valid Chapter Election of Officers & Voting Directors

- Election Meeting:
  - Call election to order and hold election for each officer position. (See example election meeting script)
  - For each officer position nominations may be made from the floor at the election meeting. Election official should ask if there are nominations from the floor at least three times. If none, you may proceed. If a nomination from the floor is offered, the Nominations & Elections chair should verify membership via the IRWA website, Membership Directory and that they meet all criteria outlined in the chapter bylaws.
  - Allow an opportunity for each candidate to speak for a determined period of time say 3 to 5 minutes.

# Election Meeting Script

- Election Meeting Script
- Election Official (Chapter Nominations & Election Chair): The election of Chapter officers is called to order.
- Election Official: The Chapter members will be electing the following officers. (List them).
- Election Official: We will begin with the office of XXXXX.
- Election Official: The following individual(s) is/are nominated for the office of XXXX. Are there any other nominations from the floor? Are there any other nominations from the floor? Are there any other nominations from the floor?

# Election Meeting Script

- Depending on the situation
- When there are no other nominations from the floor and only one nominee.
- Election Official: Hearing no additional nominations I would entertain a motion to close the nominations and elect XXXX to the office of XXXXX by acclamation. I have a motion and a second. All those in favor say yes. All those opposed say no. Call for abstentions. Motion Carries XXX Has Been elected to the office of XXXX.

# Election Meeting Script

- When there are no other nominations from the floor and there is more than one nominee.
- Election Official: Hearing no additional nominations I would entertain a motion to close the nominations. I have a motion and a second. All those in favor say yes. All those opposed say No. Call for abstentions. Motion Carries, nominations are closed for the office of XXXX. (At this point Ballots for the office are passed out to the membership and then collected and counted and the elected individual announced).



# Election Meeting Script

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- Election Official: I have XXXX additional nominations. I would entertain a motion to close the nominations. I have a motion and a second. All those in favor say yes. All those opposed say no. Call for abstentions. Motion Carries, nominations are closed for the office of XXXX. (At this point Ballots for the office are passed out to the membership and then collected and counted and the elected individual announced).

# Election Meeting Script

The process continues until the election for each office is completed.

# Materials to have on hand

- The Elections Meeting Script
- Paper ballots where the names of those running are printed. The header for each ballot should have the position that is being voted for.
- The chapter secretary is to note in the minutes of the meeting the names of those that ran for each office and the ultimate winner of the election.

# International Voting Directors

Many chapters have their chapter president also serve as a 1 or 2 year voting director while serving as chapter president.

While this is allowable, it must be reflected in the chapter bylaws as such for this to take place

**IMPORTANT:** A separate election for the International Voting Director must take place even though it's a chapter president who may have just been elected chapter president.

**DO NOT** combine the chapter president and the International Voting Director into one vote. This would be considered a violation of the International Bylaws and therefore an invalid election.

The same process for electing your International Voting Director is to be used from the script as when you are electing your chapter officers.

# Once your Elections are Completed

- **CRITICAL**: Paper Ballots must be used for the elections. These ballots become part of the official records that the chapter secretary collects and are attached to the minutes of the meeting with the voting results.
- **CRITICAL**: **DO NOT** use a “show of hands” to count the votes.
- If your election of officers is contested by someone in your chapter, the Paper Ballots serve as the official count of the elections results that will be reviewed by the Region International Nominations & Elections representative for election confirmation.