

SOME COMMON MISTAKES

- ☆ Casting a unanimous vote or ballot (usually by the Secretary).
- ☆ Putting two different and separate items in one motion.
- ☆ Stating a motion before it is seconded.
- ☆ Seconding nominations.
- ☆ Omitting taking the negative vote, unless on a courtesy resolution. Never take a negative vote on courtesy resolutions.
- ☆ Calling for the minutes of the Executive Committee meeting. Those minutes are not read for approval of the assembly; only those who help make the minutes can approve them. The Executive Committee is a committee and a report is made which includes action taken and recommendations made.
- ☆ Entering into conversation with another member instead of addressing all remarks to the presiding officer.
- ☆ Rising when the motion to adjourn is offered. Remain seated until the chair declares the meeting adjourned.

POINTERS OF ELECTION

Nominations by a Nominating Committee

If the slate of officers is selected by a nominating committee, the president is never a member of the committee.

Members of the committee may be nominated for any office without resigning from the committee.

The nominating committee presents the slate of officers to the meeting and the President asks for further nominations for every office.

A motion to close nominations is not necessary. However, if a motion is made to close nominations, a 2/3 vote is required.

Election by Ballot

If Bylaws require election by ballot, it is out of order for the Secretary to be instructed to case a majority ballot when there is one candidate for each office. The vote must be taken by ballot. This requirement cannot be suspended.

Nominations from the Floor

No one can nominate more than one person for a given office until every member wishing to nominate has had an opportunity to do so. (Even when there is more than one person to be elected).

The same person can be nominated for more than one office, even if voting is to take place on a single ballot. If elected to more than one office, the person chooses which office they will fill.