NOMINATION AND ELECTION PROCEDURES
BASED ON ROBERT’S RULES OF ORDER AND SALTFFEET CONSTITUTION

The process of nominating and electing board members is very important and the procedures should be clearly stated. The following states the nominating and election process from start to finish.

NOMINATION PROCEDURES

Nominations for a position on the Board of Directors for the office to be elected as stated in the Constitution at an AGM will be accepted in the following ways:

- from the floor
- by mail

The president opens nominations by reading any nominations that were submitted by mail and then from the floor; any member can bring forth a nomination for the office to be elected.

- A member does not have to get recognition, a member can call out a name while still seated
- A person can nominate himself or herself
- A nomination does not need a second
- A member can be nominated for more than one office
- A member can’t nominate more than one person for an office until everyone has had the opportunity to make nominations
- Nominees do not have to leave the room during the nomination, when the vote is taken, or when the vote is counted
- The presiding officer can continue presiding, even if he or she is one of the nominees for the office
- A member can rise and decline the nomination during the nominating process
- After each nomination, the president repeats the name to the membership – i.e. President: Denise Harmon, for president. Are there further nominations for president?
- The president will close nominations when no further nominations come forward from the assembly

After the nominating process, the president will ask if any of the nominees are unable to serve if elected, the member should stand and request that his or her name be removed from the nomination. The secretary places all nominations in the minutes in the order in which they were presented. The president motions to close nominations and take the vote immediately for the office being elected. Nominations are closed and voting begins.

If there is only one person nominated for an office, that person will be acclaimed and no voting is required.

If no nominations are received for an office, the Board of Directors may appoint a person at a future date.
**ELECTION PROCEDURES**

After the nominating process is finished, the members must vote on the proposed candidates. Members vote for election by ballot. Individual ballots will be provided for each office after nominations for that office are closed.

The members of the nominating/election committee give members a blank piece of paper after the nominations have been closed for an office. The members write the name of the person they wish to see elected for that office on the blank sheet of paper. The committee then collects the ballots and counts them, and the chair of the committee reads the report. The president declares who is elected and proceeds to take nominations for the next office. After nominations are closed, the committee again gives members blank ballots to write the candidate of their choice. They collect the ballots and count them, and the chairman reads the report. This goes on until the members elect someone to each office.

The president will declare that the polls are closed after asking the members if everyone who wants to vote has voted. Then the votes are counted. Once polls are closed, members who arrive late will not be able to vote for that office.

If two or more candidates receive the same vote – for example Brown, Jones and Smith received 13 votes – the membership would have to hold another election. The candidates with the lower votes are removed from the ballot and the top nominators are voted upon only.

The nominations officer reads the report and announces the election of each candidate:

Number of votes cast were 20

Number to elect is 11

Mr Smith received 14 votes (elected)

Newly elected officers will assume their duties once all the elections have been completed.

**COUNTING AND RECORDING THE BALLOTS BY THE NOMINATIONS/ELECTION COMMITTEE**

The Nominations and Election Committee is a group of neutral parties appointed during the meeting, comprised of a minimum of three people.

**BALLOT SHEET AND REPORT**

For each ballot vote taken, the tellers should have a sheet of paper that helps them tally the ballots.

**Sheet and Report**

Office to be Elected ___________________________
Number of Votes Cast ____________________________

Number of votes to elect _________________________
Number of illegal/spoiled votes ____________________

Candidates:
1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________

Signed Committee:
1. _______________________________
2. _______________________________
3. _______________________________
4. _______________________________

SAMPLE Sheet and Report

Office to be Elected _____ Vice President

Number of Votes Cast __ 20 _______________________

Number of votes to elect __ 11 _____________________
Number of illegal/spoiled votes __ 0 _______________

Candidates:
1. __ Brown  ||||  ||||  |||| (11 elected) __
2. __ Jones  |||| ____________________________
3. __ Smith  |||| ____________________________
4. ________________________________

Signed Committee:
1. _______________________________
2. _______________________________
3. __________________________________

OTHER POINTS ABOUT ELECTIONS

Here are some other things to consider during the election process:

- A quorum needs to be present throughout the election meeting. If members leave during the meeting so that a quorum is not present, those offices not yet elected must be put off until an adjourned meeting or until the next meeting.
- Nominations/Election Committee should cast their ballots at the same time that the assembly votes.
- If a member is elected and not present and has not previously said that if elected he or she will serve, someone should call the member to see if he or she will accept the office. If not, the members can vote again during that meeting for another candidate.
- If an elected candidate declines the office after he or she is elected and after the meeting has adjourned, another election needs to take place, if at all possible. If the bylaws specifically address this situation, members should follow the bylaws.
- If it is discovered after an election that the person elected does not meet the eligibility requirements, and even if the person has begun to serve, the election is void. The organization must have another election.
- A member can’t make the motion to adjourn while the assembly is occupied with taking a vote, verifying a vote, or announcing a vote, except when the vote is by ballot. In a ballot vote, after the tellers have collected all the ballots, a member can make the motion to adjourn. If the motion is adopted, the assembly can adjourn before the vote is announced if it has another meeting scheduled. The Nomination/Election committee can still count the ballots. When the next meeting begins, the first order of business is to hear the report of the committee and for the presiding officer to announce the vote that was taken at the previous meeting.
- If counting ballots takes some time, it is best for the assembly to take a recess instead of adjourn.
- In counting the votes, the committee must not confuse a majority vote with the highest number of votes. The person who gets the most votes may not have a majority of the votes. In this case, the members must vote again until one candidate receives a majority vote.
- If there is a question about the way a ballot is marked, the committee should take it to the presiding officer. He or she should present it to the assembly to decide what to do with the vote - whether to count it and toward what name to credit the vote.
- When presenting the nominations or taking the vote for a list of offices, the president should follow the order of offices that appears in the bylaws.
- If a person has been nominated to more than one office and is elected to two offices, he or she can choose which office he or she wants. The assembly then votes again on the other office.

If a member is not present to choose which office he or she wants to serve, the members vote on which office they want him or her to serve. Members then vote on a candidate to fill the remaining office.

- If members adjourn before an election is complete, they should set the time for an adjourned meeting to finish the election. If they don’t set a time for an adjourned meeting, they can call a special meeting (if the bylaws allow this). Or, members can also finish the election at the next regular meeting if the meeting falls within a quarterly time period.
- If members are voting for offices that have staggered terms or that last more than a year, the secretary should include in the minutes when the term expires. The minutes may say, for example, "Kenneth Baker was elected to the board for three years. His term expires April, 2004."
- If electronic machines are used for voting, they should be programmed so that each segment of the ballot is treated as if it were a separate ballot. Tellers present during the voting should be
carefully instructed in their duties and should be able to explain to other members how to use the machine. If members haven't used the machine before, it may be wise to show them how to use it the day before the election.

**TAKING A RECOUNT**

If members question the validity of an election or the procedure in taking the vote, a member should make a motion to recount the votes within a reasonably brief time after the president announces the election outcome. The motion to have a vote for a particular office recounted needs a second, is not debatable, and takes a majority vote to adopt.

After the person elected to office assumes the position, it is too late to nullify an illegal election. For this reason, members should listen carefully to the report of the tellers' committee. If something doesn't quite add up, a member should question it during the meeting. If officers assume their duties immediately after the meeting is adjourned, it is then too late to question the election.