

*Nomination and Election Process for Board Officers*

Election of Officers at the Reorganization Meeting

The suggested script for election of officers at the December reorganization meeting is set forth in Attachment A.

Election of Officers at times other than the Reorganization Meeting

The suggested script for election of officers at times other than the December reorganization meeting is set forth in Attachment B.

ATTACHMENT A

Suggested Script for Election of Officers at the Reorganization Meeting

(Senior holdover member of Board is designated Temporary President)

Temporary President: **I call this meeting to order.** (Tap gavel)

(Temporary President administers oath of office to newly elected members)

**I will first accept public comment on election of officers only.**

**First on the agenda is the election of Board President.**

**Nominations are now in order for the office of Board President.**

**Are there any nominations?** (No second required)

(Temporary President repeats name of any nominated candidate)

**Are there any other nominations?** (Pause) **If not, is there a motion to close nominations?**

**Second?**

**All in favor of closing nominations signify by saying “aye” -**

**Opposed?**

**[If there is only one nominee]: We will now have a roll call vote.**

**[If there is more than one nominee]: The Board Secretary shall now distribute written ballots to each member. Please write the name of the candidate whom you wish to select.**

**Is everyone finished? I will now ask the Board Secretary to collect the ballots and announce the votes with the name of each Board member and how they voted.**

Board Secretary: \_\_\_\_\_ **voted for** \_\_\_\_\_. (Repeat for each ballot).

(If no candidate achieves a majority of the full Board) Temporary President: **No candidate has achieved a majority of the full Board. We will now vote again. Do any of the candidates wish to withdraw their candidacy?**

(If a candidate achieves a majority of the full Board which is 5 votes) Temporary President: \_\_\_\_\_ **is elected with** \_\_\_\_\_ **votes.**

Once election is complete, newly elected President assumes chair of meeting.

New President: **Next on the agenda is the election of Vice President.**

**Nominations are now in order for the office of Vice President.** (No second required)

**Are there any nominations?** (No second required)

(President repeats name of any nominated candidate)

**Are there other nominations? (Pause) If not, is there a motion to close nominations?**

**Second?**

**All in favor of closing nominations signify by saying “aye” -**

**Opposed?**

**[If there is only one nominee]: We will now have a roll call vote.**

**[If there is more than one nominee]: The Board Secretary shall now distribute written ballots to each member. Please write the name of the candidate whom you wish to select.**

**Is everyone finished? I will now ask the Board Secretary to collect the ballots and announce the votes with the name of each Board member and how they voted.**

Board Secretary: \_\_\_\_\_ **voted for** \_\_\_\_\_. (Repeat for each ballot).

(If no candidate achieves a majority of the full Board) President: **No candidate has achieved a majority of the full Board. We will now vote again. Do any of the candidates wish to withdraw their candidacy?**

(If a candidate achieves a majority of the full Board which is 5 votes)  
President: \_\_\_\_\_ **is elected with** \_\_\_\_\_ **votes.**

(Process is repeated for any additional offices)

ATTACHMENT B

Suggested Script for Election of Officers other than at the Reorganization Meeting

President: **Now on the agenda is the election of <vacant office>.**

**Nominations are now in order for the office of <vacant office>.  
Are there any nominations?** (No second required)

(President repeats name of any nominated candidate)

**Are there any other nominations?** (Pause) **If not, is there a motion to close nominations?**

**Second?**

**All in favor of closing nominations signify by saying “aye” -**

**Opposed?**

**The Board Secretary [or, if applicable: Acting Board Secretary] shall now distribute written ballots to each member. Please write the name of the candidate whom you wish to select.**

**Is everyone finished? I will now ask the Board Secretary [or, if applicable: Acting Board Secretary] to collect the ballots and announce the votes with the name of each Board member and how they voted.**

Board Secretary: \_\_\_\_\_ **voted for** \_\_\_\_\_. (Repeat for each member).

(If no candidate achieves a majority of the full Board) President: **No candidate has achieved a majority of the full Board. We will now vote again. Do any of the candidates wish to withdraw their candidacy?**

(If a candidate achieves a majority of the full Board which is 5 votes)  
President: \_\_\_\_\_ **is elected with** \_\_\_\_\_ **votes.**