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## **OVERVIEW OF ELECTION PROCESS AND PROCEDURE AT BOARD MEETING**

## ELECTION OF OFFICERS

1. Call for the nomination report for Chair;
2. Then Chair will open the floor for nominations for any other candidates for Chair;
3. Once all nominations are made, Chair will close nominations;
4. If voting by ballot is requested (rather than vote by hands), each Board member will have to write out his or her vote with their name of the ballot;
5. Ballot will be tallied, and results announced;

The Chair then would proceed with elections of other officers. If there is only one nominee for other positions (Vice-Chair and Secretary), the Chair should entertain a motion to elect such persons by acclamation. If contested, repeat process above.

Both candidates for Chair and the Vice-Chair must be from the private sector.

## HANDLING NOMINATIONS FROM THE FLOOR

After each nomination, the chair repeats the name as having been nominated. For example, he may say, "Cletus Potzbius has been nominated. Are there further nominations?"

The process of making floor nominations is subject to the following rules:

- Recognition by the chair isn't required to make a nomination. A member may call out a nomination while remaining seated. However, in larger organizations, calling nominations from your seat is usually impractical. In such cases, members may adopt a more formal nomination process either by rule or by the adoption of an incidental motion for that particular meeting or election.
- Nominations don't have to be seconded, but it's not out of order for members to second a nomination to signal their endorsements.
- A member shouldn't offer more than one nomination to a position if there are several seats for the same office — such as for nominees to a board or a committee — until all other members have had the opportunity to make nominations. However, if a member does make more nominations before others have had their chance, his additional nominations aren't out of order unless someone objects to his actions. Additionally, it is not in order under any circumstances for a member to nominate more persons than there are seats

available. For example, if an election is to fill three seats on a board, a member cannot nominate four people.

- Nominations are taken for successive offices in the order the bylaws list them.

## **CLOSING NOMINATIONS**

According to Robert's Rules, motions to close nominations are usually unnecessary because the nomination process simply continues until no one wants to make further nominations. When the nominations stop, the chair just declares nominations closed.

But before he makes such a declaration, he's obligated to be sure no more nominations are forthcoming. This obligation may be the source of another misunderstanding that many people have about closing nominations: All too often, presiding officers think they must call for nominations three times before declaring nominations closed. To set the record straight, no such rule exists, but the practice isn't completely unreasonable because it establishes a good way to make sure that no further nominations are forthcoming.

Still, some presiding officers think there's some magic to uttering the call three times, and in their partisan haste to shut down nominations for political reasons, they babble out the phrase three times and declare nominations closed all in one breath. When you hear that happening, you can be sure that the presiding officer either doesn't know the rules or is using his position to thwart the nomination process.

According to Robert's Rules, a motion to close nominations is out of order as long as any member is attempting to make a nomination.