

## SCRIPT FOR CONDUCTING ELECTIONS



everychild.one voice.

It can be nerve---wracking to stand in front of your membership and conduct elections. What do you say and how do you say it? Consider the following:



**PRESIDENT:** “We will now conduct our elections. Would the parliamentarian please read the sections of the bylaws pertaining to elections?”

**PARLIAMENTARIAN:** (The parliamentarian reads aloud the following sections of the unit bylaws: Article V, Sections 1, 2, 3a, 3b, 3d, 3g, 4, 5, 6, 7, and 11.)

**PRESIDENT:** “Will the chairman of the nominating committee please present the committee report?”

**CHAIRMAN:** (The chairman reads the prepared slate of nominees, the nominating committee members and the date of the report. The chairman’s part in the elections is concluded.)

**PRESIDENT:** “Thank you.” (The president then restates, and asks each nominee to stand.)

“According to our bylaws, nominations from the floor are now in order. For president, \_\_\_ \_\_\_ \_\_\_ is nominated. Are there further nominations from the floor?” (Give a few moments for response.) “Seeing none, the nominations for president are closed.

“\_\_\_ \_\_\_ has been nominated for executive vice president. Are there further nominations from the floor? (Give time for response.) Seeing none, the nominations for executive vice president are closed.”

(The president then goes through each elected position as specified in the bylaws asking for nominations from the floor. Where there is one nomination for an office, that election can be held by voice vote. Should there be more than one nomination for an office, a ballot election must then be held for that office or offices; a ballot election must also be held at the request of any member of the association. See section below for information regarding a ballot.)

**PRESIDENT:** (The president then reads off the candidates and offices.) “As there are single candidates for each office (if there are), we will conduct the elections by voice vote. Is there any objection to this procedure? (If no one calls for a ballot vote, elections continue.) All those in favor of electing \_\_\_\_\_ as president, \_\_\_\_\_ as executive vice president... (reads all the names) say ‘Aye.’ Those against, say ‘No.’ The ayes have it and you have elected the following officers.” (The president then restates the names and offices of those elected. The “voice vote” election is concluded.)