



# Nominations

Each Chapter should hold elections for Officer and Committee Chair positions based on the timing outlined in their Bylaws. Using Robert's Rules of Order will ensure that elections are conducted in a fair and efficient manner. Here are some things to keep in mind as you prepare for nominations, which should be taken prior to the election of Officers and Committee Chairs:

- It should be announced that nominations will be taken at least two weeks prior to elections.
- The Chair will begin by asking for nominations from the floor.
- Nominations do not require a second, however, any number of persons may second a nomination to show their support of that nominee.
- The motion to close nominations is not in order until the assembly is apparently ready to close nominations.
- If and when there are no further nominations, the Chair may put the motion to a vote. When there are two or more nominees for the office the motion to close nominations requires a 2/3 vote.
- There should be a process for nominees to accept or reject the nomination prior to elections.
- Each nominee should be contacted prior to elections with information regarding the position for which they have been nominated.
- Debate on each nominee individually and in the order they spoke to the assembly.

## Nominations According to Robert's Rules of Order Newly Revised

Take nominations for each office individually. (417)

“Open nominations” are taken from the floor by the Chair calling for nominations. (417)

A Member does not need to be recognized by the Chair to make a nomination and there is no second required. (417)

The same person may be nominated for more than one office. (417)

Nominations for different offices are called for in order in which the offices are listed in the Chapter's Bylaws. (417)