



# Officer and Chair Elections

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 elections:

- An office must be created by the Chapter Bylaws or by a motion to that effect before it can be filled by election or otherwise.
- Based on how long elections may take, consider having Officer and Committee Chair elections at two different meetings.
- Announce when elections will be held at least four weeks in advance.
- Ensure quorum is met throughout the voting process.
- Officers should be elected in the order of seniority as listed in the Chapter Bylaws.
- Candidates for each office should give a prepared speech and answer questions.
- Each nominee should be individually discussed by the Chapter in pro/con form.
- Voting should be conducted by secret ballot unless stated otherwise in your Chapter Bylaws.
- A majority of the votes are required for a candidate to be elected to a position.

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

Voting by secret ballot is used when secrecy is desired. The Chapter's Bylaws may prescribe a vote by ballot in the election of Officers and in admission to membership. (424)

The ballot can be a small slip of paper in which the voter writes his/her choice on the ballot or ballots can be prepared. (424)

The Chair appoints tellers to distribute, collect and count ballots and report the vote. Tellers should be accurate and dependable Members and should have no direct personal involvement in the result of the vote (i.e. should not be a Member nominated to an office.) Tellers should refrain from voting. (426)

After votes are collected, the Chair closes the poll and the votes are counted and reported. (426)