

Quick Tips

NOMINATIONS & ELECTIONS

Guidelines for nominations and elections according to Robert's Rules of Order*:

Methods of Nomination

- **By the Chair**– More common for chair to nominate to fill committee instead of an office.
- **From the Floor**– Any member may nominate. Often called open nominations
- **By a Committee**– Nominating committee submits nominations
- **By Ballot**– Nominating ballot is conducted in same manner as election ballot
- **By Petition**– Member shall become a nominee upon the petition of a specific number of members

Methods of Election

- **Ballot Election** (two options)- A: Nominations for all offices are taken and one ballot with all offices is distributed. B: Separate ballots for each office distributed following the nominations for each office.
- **Viva Voce election**– Candidates are voted on in order of nomination
- **Roll Call election**– member, when called upon, declared vote for each office
- **Cumulative voting**– For positions held by more than one individual, voter may choose more than one candidate.

* Source: Rogert III, H.M. et al. (1990) Robert's Rules of Order Newly Revised, 9th edition. Scott, Foresman & Company



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ELECTIONS



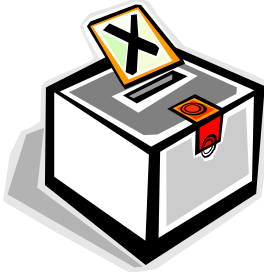
Leader Tips Leadership Development Tips for Groups



Office of Campus Life
Richland Community College

LEADership Mastery Program

The Election Process



The election of officers can be a difficult process for organizations especially if past elections have been cluttered with bias, disorganization, or a

lack of consistent rules and procedures. Depending on the size of your organization, you may want to create an Election committee to administer the process. In addition, you should have **WRITTEN** policies and procedures for your election process. These policies/procedures should be re-evaluated on a regular basis to determine needed changes. Some of the are you might want to include in your election process are:

- **Election Committee** - Scope of authority, membership, responsibilities
- **Offices Available** - number and type of positions
- **Ballots** - order of candidates
- **Appeals** - who to appeal to and when
- **Replacement of Vacant Seats** - process if a seat becomes vacant (through appointment or election)
- **Enforcement of Election Rules** - violations/offenses and complaints. Process for deciding if a violation has occurred

- **Vote Tabulation**- Who counts the votes and how are they counted / Winner; majority, simple majority, plurality / Ties and runoffs / Disqualifications of ballots
- **Reporting Requirements** - forms to report expenditures (if spending limits apply) / forms to report campaign activity
- **Election Schedule** - Nominations filling and when / election date(s); runoff dates



Special Points to Consider

- Election committee members must be **IMPARTIAL!** They must not endorse any candidate by attending campaign functions, wearing buttons, or campaigning. They cannot publicly denounce any candidate. They are not to discuss with anyone, especially candidates, the confidential information discussed in committee meetings.
- It's important that you give proper notice and due process to individuals if an offense or violation of the election rules is alleged. It should be clear what appeal process is available. You will need to be consistent in your treatment of individuals and complaints.

- Probably the most important process in a group, it is imperative that all members understand how the election process works. Go over the process in a meeting and answer all questions based on your constitution and by-laws
- It is important to develop a process for conducting a new election if tampering of the results has occurred. Reasons for annulment of an election must be serious, as should the penalty for those involved in the tampering.
- It is important that your rules be clear and fair to all involved in the election.

Remember the key words are:

IMPARTIAL
FAIR
CONSISTENT
ORGANIZED

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