

# QUICK TIPS

## NOMINATIONS & ELECTIONS

Robert's Rules of Order\* provides the following guidelines for nominations and elections:

A nomination is a motion that proposes that a person be elected to fill specific position - "I nominate Jane Doe for Vice President of Club ABC."

### 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 (chosen in advance) submits nominations

#### **By Ballot**

nominating ballot is conducted in same manner as election ballot; everyone who receives a vote is nominated

#### **By Mail**

same as "by ballot" but it is mailed to members

#### **By Petition**

member shall become a nominee upon the petition of a specified 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 immediately following the nominations for each office

#### **Viva Voce election**

Candidates are voted on in order of nomination; when one candidate receives a majority vote, no more votes are taken on the remaining nominees

#### **Roll Call election**

member, when called upon, declares vote for **each office**

#### **Cumulative voting**

for positions held by more than one individual (ie., three directors), voter may choose more than one candidate (in this case, voter may pick one, two or three)

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

**LEADER  
BITS** are available on the following topics:

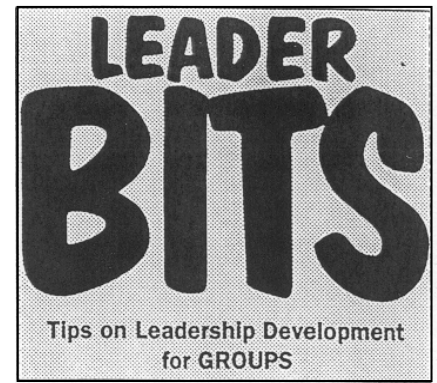
- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Co-Sponsorship with Other Groups
- Communication
- Community Service
- Conflict Resolution
- Constitution/Bylaws
- Delegation
- Difficult Members
- Elections
- Ethics
- Evaluation Series
  - Group Performance*
  - Individual Performance*
  - Meeting Evaluation*
  - Program/Event Evaluation*
- Financial Series
  - Budgeting Organization Money*
  - Corporate Sponsorship*
  - Fundraising*
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing Your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

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SILC staff offers programs and consultation in these and other areas of personal and organizational leadership.

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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, Commission, or Agency to administer the process. In addition, you should have WRITTEN policies and procedures for your election process. These policies/procedures should be reevaluated on a regular basis (prior to election time) to determine needed changes. Here are some of the areas you might want to include in your election process:

**Election Committee, Commission or Agency**

- scope of power
- membership - selection and resignation/removal process
- responsibilities

**Election schedule**

- nominations/filing - when
- election - dates; runoff - dates

**Offices available**

- number and kind of positions

**Candidates**

- qualifications for office
- nomination/filing procedure
- affiliation - coalition/party vs. independent
- write-in procedures

**Ballots**

- order of candidate names

**Polls/Voting Sites**

- locations and times for voting (at a specified meeting or site)
- eligibility of voters (identification voters need to vote)

**Campaign activities and materials**

- conform to federal, state, local and university laws/policies
- acceptable locations to campaign
- acceptable/unacceptable materials

**Reporting requirements**

- forms to report expenditures (if spending limits)
- forms to report activities

**Vote tabulation**

- who counts and how votes are counted
- winner- majority, simple majority, plurality
- ties and runoffs
- disqualification of ballots

**Certification and Authority**

- when and who certifies election
- partial certification
- annulment - reasons and process for new election
- contested election - who can and what procedure

**Enforcement of Election Rules**

- violations/offenses and complaints (last date to submit complaint)
- process for deciding if violation has occurred (Hearings)
- penalties

**Appeals**

- who to appeal to and by when

**Recall/Referendum/Other Special elections**

- processes

**Replacement of Vacant Seats**

- process if a seat becomes vacant (through appointment or election)

Special points to consider:

Elections Committee members must be IMPARTIAL! They must not endorse any candidate or coalition by attending campaign functions, wearing buttons, or campaigning. They cannot publicly denounce any candidate or coalition. They are not to discuss with anyone, especially candidates, the confidential information discussed at committee meetings until that information is provided to all candidates or the general public. It is extremely important that the committee appear unbiased.

It's important that you give proper notice and due process to individuals if an offense or violation of the code is alleged. It should be clear what appeal process is available. You will need to be consistent in your treatment of individuals and complaints.

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!