

Script for Conducting Election of Nominating Committee

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 the election of the nominating committee. Would the parliamentarian please read the sections of the bylaws pertaining to elections?”

PARLIAMENTARIAN: (The parliamentarian reads aloud): Article Five, Section Three.

- ***a. Nominations for office shall be made by a nominating committee which shall be elected by the association.
- b. The nominating committee shall be elected at least two months prior to the annual election meeting. The committee shall serve until the annual election meeting.
- c. The nominating committee shall be composed of five (5) members, with one (1) alternate, all of whom shall be members of this association. The principal of the school, or a faculty representative appointed by the principal, if not an elected member of the committee, shall serve in an advisory capacity. The president shall not serve ex officio or be elected to the nominating committee. The committee shall elect its own chairman.
- d. No member shall serve on the nominating committee for two (2) consecutive years.
- e. Immediately upon its election the parliamentarian shall meet with the nominating committee to set the date of its first meeting. (See Article VI, Section 7)
- f. Alternates shall not attend meetings, unless an elected member cannot be present at the first meeting. In that event, the alternate becomes the permanent member, replacing the elected member until such time as the committee is discharged of its duties (at the time of election).

PRESIDENT: “Thank you. Nominations are in order for nominating committee members.”
(Allow time for nominations to be made. When nominations are made, give a moment to see if there will be others.) “The nominations for committee members are now closed. All in favor of electing A, B, C, D, and E (insert names of the nominees), say ‘Aye.’ Those opposed say ‘No.’”

The Ayes have it and you have elected A, B, C, D, and E.”

Nominations are now in order for alternates to the nominating committee.”

(Allow time for nominations to be made. When nominations are made, give a moment to see if there will be others.) “The nominations for alternate committee members are now closed. All in favor of electing A, B and C (insert names of the nominees), say ‘Aye.’ Those opposed say ‘No.’”

If there are more members nominated for the committee members or more members nominated for alternate committee members, a ballot will be required. Membership cards should be checked and the membership list should be available. Ballots and pens or pencils should also be available. Generally the secretary is responsible for bringing these items.