Script for a Non-Contested Election of Officers

President: "The next order of business is the election of officers. The secretary will read Section ___ of Article ___ of the bylaws pertaining to elections."

Secretary stands and reads bylaws.

President: "The chair of the Nominating Committee will read the report from the Nominating Committee."

Chair of the Nominating Committee: "Mr./Madam President, the Nominating Committee submits the following nominations:

    For President: Jordan Jones

    For Vice President: Dale Black

    For Secretary: Kelly Cole

    For Treasurer: Pat Brown"

(Upon completion, hand the written report to the chair.)

President:

    "For President, Jordan Jones is nominated by the Nominating Committee. Are there further nominations for President?

    For Vice President, Dale Black is nominated by the Nominating Committee. Are there further nominations for Vice-President?

    For Secretary, Kelly Cole is nominated by the Nominating Committee. Are there further nominations for Secretary?

    For Treasurer, Pat Brown is nominated by the Nominating Committee. Are there further nominations for Treasurer?

If not, the chair declares the nominations closed and these elected.

All those in favor say Aye, those opposed say No. The Ayes have it and these members are elected."

Script for a Contested Election of Officers

If there are further nominations, proceed as follows for each office:

Member: "Mr./Madam President, I nominate _____ for President."

President: "_____ is nominated for President. Are there any further nominations for the office of President? Hearing none, the chair declares nominations closed."

President: "The chair appoints A, B, C, and D as tellers. Will teller ___ please serve as chair?"
(It is always best to have four tellers working together.)

"The voting members will rise and count off. The tellers will hand you a ballot as you count off your numbers. You will take your seat immediately after saying your number and receiving your ballot. Beginning with the member on my extreme left in the front row, please say one (1) and then be seated.