

Chapter Election Assistance

INEC members may be called on to facilitate and run an election for a chapter. The following is the recommended procedure for your use to accomplish that task.

IRWA Chapter Election Procedure:

1. Check and review Chapter bylaws for specific provisions concerning the election process, number of officers to be elected, deadlines and dates to hold the election meeting, and composition of the nominating committee.
2. Build a timeline to accomplish the election tasks to comply with the Bylaws.
3. Schedule the Chapter election meeting.
4. Open nominations and provide a specific end date for their submission and solicit nominations for the chapter officer positions.
 - a. Nominations from the floor can also be made at the chapter election meeting.
 - b. Current officers must declare their intention to continue service and declare for the office they intend to run.
 - c. In the event an individual is nominated for two positions the individual must select one position for which they intend to run.
 - d. All nominees should be contacted to ensure they accept the nomination and will serve if elected.
5. Prepare the Ballot
6. Email Ballots to the chapter members.
 - a. Please vote for one candidate in each category if unable to attend the election meeting on <date>.
 - b. Ballots must be received by <date>.
 - c. Please note that by casting your vote by email you will be unable to vote at the election meeting.
7. Election Meeting:
 - a. Call election to order and hold an election for each officer position. (See example election meeting script).
 - b. For each officer position, nominations may be made from the floor at the election meeting. Election official should ask if there are nominations from the floor at least three times or pause to allow adequate time for a response.
 - c. Allow an opportunity for each candidate to speak for a determined period say 3 to 5 minutes.

Election Meeting Script:

Election Official: The election of Chapter officers is called to order.

Election Official: The Chapter members will be electing the following officers. (List them).

Election Official: We will begin with the office of XXXXX.

Election Official: The following individual(s) is/are nominated for the office of XXXX. Are there any other nominations from the floor? (Pause to make sure there are no responses)

Depending on the situation:

1. When there are no other nominations from the floor and only one nominee.

Election Official: Hearing no additional nominations I would entertain a motion to close the nominations and elect XXXX to the office of XXXXX by acclamation. I have a motion and a second. All those in favor say yes. All those opposed say no. Call for abstentions. Motion carries XXX has been elected to the office of XXXX.

2. When there are no other nominations from the floor, and there is more than one nominee.

Election Official: Hearing no additional nominations I would entertain a motion to close the nominations. I have a motion and a second. All those in favor say yes. All those opposed say No. Call for abstentions. Motion Carries, nominations are closed for the office of XXXX. (At this point ballots for the office are passed out to the membership and then collected and counted, and the elected individual announced).

3. When there are nominations from the floor, and there is more than one nominee.

Election Official: I have XXXX additional nominations. I would entertain a motion to close the nominations. I have a motion and a second. All those in favor say yes. All those opposed say no. Call for abstentions. Motion Carries, nominations are closed for the office of XXXX. (At this point ballots for the office are passed out to the membership and then collected and counted, and the elected individual announced).

The process continues until the election for each office is completed.