

Club Building Committee Guide to Elections.

Nominations are typically held the meeting before elections and the day of.

Opening nominations

President "I now open the floor to nominations for the position of ____."

Nominating

"I ____ nominate ____ for the position of ____."

Someone else

"I ____ second."

Nominee "I accept or I decline"

Closing Nominations

President "Are there any more nominations for the position of ____?"

Repeat three times before saying...

"Nominations for the position of ____ are now closed."

Day of Elections

Reopen nominations for each position and this time instead of closing Presidents say "seeing no more nominations, nominations for (position) are now closed. For (position), the following are nominated. (List names). The candidates will now give speeches and answer questions in the order they were nominated."

Voting Requirements

- ½ +1 of the paid members must be in attendance to hold elections.

- Kiwanis advisor must be present
- Votes are collected and counted by 2 individuals, usually trustworthy members who are graduating, as well as the Kiwanis Advisor. Make it clear that they are not to disclose the ballot count to anyone.
- Business casual attire.

Each nominee is permitted to address the voting members the average time for speech and questions is 1-2 minutes but can vary based on what the club deems appropriate.

During speeches and questions all the candidates for the specific position are required to leave the room while the other is addressing the members. Ex. If there are two people running for VP, only one candidate for the position may be in the room at a time addressing the members.

Voting

After speeches and questions have completed, President "We will now move to a vote. Please cast your ballot by writing the full name of the candidate who you choose for that position." Ballots are collected and then tallied and brought to the President.

(If 3 or more people are running for the same position a vote will be cast and if no majority is reached the top 2 candidates will be voted on again, and the candidate who receives the majority is declared the winner.)

President "I am pleased to announce that (name) has been elected as your (year and position)."
(Continue with remaining positions)

In CKI drop downs are required. Ex. If someone loses President they are permitted to drop down and run for VP, Treasurer, Secretary, or Bulletin Editor.

Voting for Unopposed

If only one person is running for a position, a voice vote can be requested: President: I entertain a motion to vote for the position of _____ by acclamation. This needs someone to move ("I, (name), move to vote for the position of ___ by acclamation"). This motion requires a second ("I, (name), second the motion"). President: Is there any discussion? (Pause) President (after discussion): We will now move to a vote. All those in favor, say Aye. (Pause for voting) All those opposed, say Nay. (Pause) Abstentions. (Pause) President: Motion passes. We will now vote for the position of _____ by acclamation (verbal vote). President/: All those in favor of electing (name) as _____, say Aye (Pause for voting). You have elected (name) as your (year and position).