Annual Club Meeting (Election of Officers)

Date
The Annual Club Meeting shall not be conducted earlier than the first week in April and not later than the second week in May (Standard Form for Club Bylaws, Article XI, Section 5).

Purpose
Elect officers and directors and hear reports from the club secretary and treasurer.

Schedule
As prescribed in club bylaws: at least five weeks in advance, the president appoints a nominating committee and announces it at a regular meeting (XII, 3).

The nominating committee submits a list of nominees to the president who, in turn, reports the list to the membership two weeks prior to election (XII, 4). At that time (or earlier), all club members are informed of the date of the annual meeting.

The president opens nominations from the floor at a regular meeting at least one week before the annual meeting (XII, 4).

On the day of the annual meeting, the election is conducted (XII, 5-8). (The president should review Article XII in its entirety prior to the election.) The president appoints a committee on elections (to distribute, collect, and count the ballots, and to report the results to the president) and presides during the election.

The Annual Report of Club Election must be submitted by June 1.

How nominations are made
1. By the nominating committee
   President: “We will have the report of the nominating committee.
   Chairman of the nominating committee: “The nominating committee submits the following nominations: For president, Bob Adams; for vice-president,”... (etc., for each office to be filled in the order listed in Article VI, ending with directors to be elected).
2. *From the floor*

President: “For president, Bob Adams is nominated by the nominating committee. Are there any further nominations for president?”

Member: “I nominate Shanice Walker.”

President: “Shanice Walker is nominated. Are there any further nominations for president?”

If there are no further nominations for president:

President: “If not, nominations for president are closed.” (The same procedure is followed until all nominations from the floor for all officers and directors are completed and nominations are closed.)

**Voting procedure**

For any office in which there are more nominees than vacancies, the Standard Form for Club Bylaws (XII, 2) provides that “voting shall be by ballot and shall not be cumulative.” The president announces the offices to be filled and the candidates who have been nominated. Candidates must receive majority of votes cast to be elected. If additional balloting is required for this to happen, bylaws prescribe the procedure.

When the number of nominees for any office is the same as the number of vacancies, the president can declare candidates elected by “common consent” or by a “voice vote.”

1. **By common consent:**

   President: Announce the office and the candidate. For example: “If there is no objection, the chairman declares Laura Conaway elected president.”

2. **By voice vote:**

   President: “As many as are in favor of Laura Conaway for president, say aye. Those opposed, say no. The ayes have it, and Laura Conaway is elected president.”

If there have been no additional nominations from the floor, the entire slate recommended by the nominating committee can be elected similarly and at one time.

In any case, “only active, privileged, and senior members present and in good standing may vote. There shall be no voting by proxy.” Honorary members may not vote.

(Note: Depending upon your own bylaws, the secretary must either (1) be elected at this annual meeting or (2) be elected within one week after the annual meeting by the officers and directors who will constitute the board of directors the following year. (See XII, 7, and the explanatory note to XII, 1.)