

Officer Election Procedure – Instructions and Script for the Presiding Officer

First, read again the list of nominees that was presented by the Nominating Committee at the previous meeting. It is not required to have a nominee for every office, but a Toastmasters club must have at least a president, a secretary and one vice-president. Those are required and must be three different people.

Second, conduct a formal vote for each office, one office at a time. This is the fair way to do it, because if someone runs for one office and is not elected, they have the chance to run for another.

Open the floor for nominations. Candidates may nominate themselves or be nominated by another member. If no one else is nominated, then you can elect by unanimous consent, but you should follow the process for every office. If anyone else is nominated, the vote should be taken by secret ballot, so have some blank paper available for ballot slips.

As president, you should conduct the election. If you are on the ballot as a candidate, you may still act as presiding officer, according to Robert's Rules of Order (11th ed.), pp. 451-452.

The Club Constitution (Article VI: Officers, Sections 5-8) has more detail on nominations and elections.

Below is a basic script for officer elections.

“I will now conduct the election of officers for the term of July 1, 20__ – June 30, 20__.

“These candidates were announced by the nominating committee at the previous meeting as having agreed to serve, if elected, in the following offices:

President: _____

VP Education: _____

VP Membership: _____

VP Public Relations: _____

Secretary: _____

Treasurer: _____

Sergeant at Arms: _____

If there are not nominees for every office:

“_____ and _____ will be open to nominations from the floor, or these offices may be filled at a later time.”

For each office, the president reads the nomination(s) and asks for further nominations.

“_____ has been nominated for the office of _____. Are there any further nominations?”

For an open office, the president asks for nominations from the floor.

“Are there any nominations for the office of _____?”

“_____ has been nominated for the office of _____. Are there any further nominations?”

If no one has been nominated for an office:

“This office may be filled at a later time.”

If there is only one nominee for the office:

“If not . . . nominations are closed. If there are no objections, I declare _____ elected to the office of _____ for _____ Club # _____.”

If there is more than one nominee:

“_____ and _____ have been nominated for the office of _____.”

“A vote will be taken by secret ballot. Write-in votes may be cast for any eligible person, even though they have not been nominated. Votes will be tallied, and the result announced before moving on to the next office.

“The sergeant at arms will distribute and collect the ballot slips and assist the secretary with counting the votes.”

After votes are counted:

“I declare _____ elected to the office of _____ for _____ Toastmasters Club # _____.”