



Procedures for Electing Chairpersons and Vice Chairpersons (Adopted by the Board of Governors 7/05) (Amendments approved 7/07 and 10/21)

The Board of Ethics and Credentialing Trustees and each Standing Committee, except the Budget and Administration Committee, (herein “committee”) shall, at its biennial organizational meeting when the newly designated members are seated, elect a Chairperson and a Vice Chairperson. As provided in the NAHRO Constitution, the Chairperson of each Standing Committee also serve as national Vice President.

- 1. Eligibility to Vote.** Each committee member present at the organizational meeting, who is designated to serve for a term commencing on the date of the organizational meeting, shall be entitled to vote in the election of the Chairperson and Vice Chairperson. **Voting by proxy shall not be permitted.**
- 2. Chair Pro Tem/Teller.** A member of the NAHRO professional staff designated by the Executive Director shall act as Chairperson pro tem of the meeting for purposes of conducting the election of the Chairperson and the Vice Chairperson. The NAHRO professional staff member so designated shall also serve as election teller.
- 3. Quorum.** A quorum consisting of a majority of all committee members whose terms commence on the date of the organizational meeting must be present at the organizational meeting as a condition to accepting any nomination or conducting any election. In the event that a quorum cannot be attained at the organizational meeting, election of the Chairperson and Vice Chairperson shall be conducted by teleconference or electronically at such time and in such manner as are specified by the NAHRO President.
- 4. Sequence of Election.** Nomination and election of the Chairperson shall be undertaken first, followed by nomination and election of the Vice Chairperson. The same person may not hold both offices.
- 5. Nomination.** Any committee member serving a term commencing on the date of the organizational meeting is eligible to be nominated and elected to serve as Chairperson or Vice Chairperson. An eligible committee member may be nominated at the organizational meeting on the motion of another committee member, provided that the motion must receive two seconds by other committee members. The members seconding the motion to nominate must represent different regional councils of NAHRO; however, the movant and/or one of the

seconding members may represent the same region as the candidate whose nomination is moved and seconded.

Nominations shall not be closed until the Chairperson pro tem has determined, after polling the committee, that no further nominations will be offered and duly seconded.

6. **Agreement to Serve.** In order to stand for election, a member who is nominated must affirmatively agree to serve if elected. Such agreement may be verbal, or if the candidate is not present at the meeting, such agreement shall be in writing delivered at or prior to the organizational meeting.

7. **Campaign Statements.** Each candidate shall be allowed an opportunity to make a brief written or campaign statement not exceeding 15 minutes in duration before a vote is taken. A candidate who is not present may deliver a written campaign statement not exceeding 1000 words in length in lieu of personal remarks that would otherwise be offered by the candidate at the meeting. Such statement may be read to the committee by the member who nominates a candidate who is not present.

8. **Election Procedure.**

A. Chairperson. The election of the Chairperson, who shall, in the case of each Standing Committee, also serve as national Vice-President, shall be conducted as follows:

1) *Distribution of ballots* - Upon the close of nominations, the Chairperson pro tem, acting as election teller, shall conduct the election by distributing one blank paper ballot to each member present who is eligible to vote and requesting that each member desiring to cast a vote write the name of the candidate for whom the ballot is to be cast legibly on the ballot. **10/2021 Amendment: Electronic voting will be allowed whenever the leadership transition National Conference and Exhibition is held exclusively virtually.**

2) *Instructions Regarding Blank or Illegible Ballots* - The teller shall instruct the committee that delivering a blank or illegible ballot or a ballot cast for a person who is not the duly nominated candidate shall be counted as a vote against the candidate or candidates who have been nominated, but that failing to deliver a ballot shall not be so counted.

3) *Collection and Counting of Ballots/Reporting Results* - The teller shall collect the ballots from all members desiring to cast a vote, count the ballots in the presence of the committee, and report the results to the committee.

4) *Procedure for Determining Winner*

(a) *Where Only One Candidate is Nominated.* Where only one candidate has been nominated and the candidate receives one or more votes, the Chairperson pro tem shall declare that candidate to be the winner of the election.

(b) *Where More Than One Candidate is Nominated.* Where more than one candidate has been nominated, the following procedures shall apply:

(i) *First Ballot* - If on the first ballot one candidate receives a majority of the votes cast, the Chairperson pro tem shall declare the candidate who receives a majority of the votes cast to be the winner of the election.

(ii) *Second Ballot* - If on the first ballot no candidate receives a majority of the votes cast, the Chairperson pro tem shall hold a runoff by conducting a second ballot between the two candidates receiving the highest number of votes on the first ballot. (If more than one candidate tied with the second largest number of votes, all such candidates shall be included in the runoff.) The Chairperson pro tem shall declare any candidate who receives a majority of the votes cast on the second ballot to be the winner of the election.

(iii) *Additional ballots.* In the event no candidate receives a majority of the votes cast on the second ballot, the Chairperson pro tem shall conduct additional runoff ballots, not to exceed five additional ballots, between the candidates in the same manner as the second ballot until one candidate receives a majority of the votes cast. If at the end of the fifth additional runoff ballot no candidate receives a majority of votes cast but one candidate receives a higher number of votes than the other candidates in the runoff, the Chairperson pro tem shall declare the candidate receiving the highest number of votes to be the winner,

(iv) *Selection by Lot.* If no candidate receives a higher number than others of the votes cast after the fifth additional ballot, then the winner shall be selected by drawing of lots. The drawing of lots by the candidates shall be conducted by the NAHRO National President or the Executive Director of NAHRO in the presence of the committee members in attendance at the meeting.

(v) *Caucuses, etc.* The Chairperson pro tem may in his or her discretion allow for brief presentations and/or caucuses of committee members between ballots.

B. Vice Chairperson. The election of the Vice Chairperson shall proceed in the same manner as the election of the chairperson.

C. Form of ballots. The teller shall ensure that ballots are distinctively colored or marked so as to ensure that each ballot submitted is genuine. However, ballots shall not be marked in any manner that could reveal how individual votes are cast.

D. Illegible, Blank, or Improper Ballots. Ballots that are illegible, or blank, or cast for a person who is not a duly nominated candidate shall be disregarded. The teller shall determine if a ballot is illegible, blank, or cast for an ineligible person. Even though they are not counted for a candidate, ballots that are submitted but disregarded shall nonetheless be

considered to be votes cast for purposes of determining whether a candidate has received a majority of the votes cast.

E. Recesses. The Chairperson pro tem may allow one or more recesses during the course of the balloting in order to allow committee members to conduct caucuses or other informal discussions concerning the election and the candidates.

9. **Reporting the Election.** The teller shall report in writing the results of committee elections to the Board of Governors prior to the next meeting of the Board of Governors.

10. **Roberts Rules of Order.** Any procedural question that cannot be not resolved by reference to these procedures shall be resolved by reference to the then-current edition of *Roberts Rules of Order*. To the extent any of these procedures conflict with *Roberts Rules of Order*, these procedures shall govern.