

## Quick Tips

### NOMINATIONS & ELECTIONS

Robert's Rules of Order\* provides the following guidelines for nominations and elections: A nomination is a motion that proposes that a person be elected to fill specific position - "I nominate Jane Doe for Vice President of Club ABC."

#### Methods of NOMINATION

##### By the Chair

more common for chair to nominate to fill committee instead of an office.

##### From the Floor

any member may nominate - often called open nominations

##### By a Committee

nominating committee (chosen in advance) submits nominations

##### By Ballot

nominating ballot is conducted in same manner as election ballot; everyone who receives a vote is nominated

##### By Mail

same as "by ballot" but it is mailed to members

##### By Petition

member shall become a nominee upon the petition of a specified number of members

#### Methods of ELECTION

##### Ballot election (two options)

a) Nominations for all offices are taken and one ballot with all offices is distributed

b) Separate ballots for each office distributed immediately following the nominations for each office

##### Viva Voce election

Candidates are voted on in order of nomination; when one candidate receives a majority vote, no more votes are taken on the remaining nominees

##### Roll Call election

member, when called upon, declares vote for each office

##### Cumulative voting

for positions held by more than one individual (ie., three directors), voter may choose more than one candidate (in this case, voter may pick one, two or three)

Source: Robert III, H.M. et al. (1990). Robert's Rules of Order Newly Revised, 9th Edition. Scott, Foresman & Company

## Leader Hints:

are available on the following topics

- Agendas
- Advising Groups
- Budgeting
- Co-Sponsorship
- Community Service
- Conflict Resolution
- Constitution and Bylaws
- Delegation
- Difficult Members
- Elections
- Event and Program Planning
- Fundraising
- Goal Setting
- Group Performance Evaluation
- Icebreakers
- Individual Evaluation
- Meetings and Minutes
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Publicizing Events
- Recruiting New Members
- Retreats
- Starting a New Organization
- Stress Management
- Team Building
- Time Management

*Leader Hints* is a publication of the University of New Mexico Student Activities Center. Copies are available at the Student Activities Center, SUB Room 1018. For more information, call 277-4706.

Some of the information in this brochure was compiled from leadership materials from the University of Texas at San Antonio and the University of Kansas.

# Leader Hints

Leadership Development Tips  
for Student Organizations

## Elections



The election of officers can be a difficult process for organizations especially if past elections have been cluttered with bias, disorganization, or a lack of consistent rules and procedures. Depending on the size of your organization, you may want to create an Election Committee, Commission, or Agency to administer the process. In addition, you should have WRITTEN policies and procedures for your election process. These policies/procedures should be reevaluated on a regular basis (prior to election time) to determine needed changes. Here are some of the areas you might want to include in your election process:

### **Election Committee, Commission or Agency**

scope of power  
membership - selection and resignation  
removal process  
Responsibilities

### **Election schedule**

nominations/filing - when  
election - dates; runoff - dates

### **Offices available**

number and kind of positions

### **Candidates**

qualifications for office  
nomination/filing procedure  
affiliation - coalition  
party vs. independent  
write-in procedures

### **Ballots**

order of candidate names

### **Polls/Voting Sites**

locations and times for voting (at a specified meeting or site)  
eligibility of voters (identification voters need to vote)

### **Campaign activities and materials**

conform to federal, state, local and university laws/policies  
acceptable locations to campaign  
acceptable/unacceptable materials



### **Reporting requirements**

forms to report expenditures  
(if spending limits)  
forms to report activities

### **Vote tabulation**

who counts and how votes are counted  
winner- majority, simple majority, plurality  
ties and runoffs  
disqualification of ballots

### **Certification and Authority**

when and who certifies election  
partial certification  
annulment - reasons and process for new election  
contested election - who can and what procedure

### **Enforcement of Election Rules**

violations/offenses and complaints (last date to submit complaint)  
process for deciding if violation has occurred (Hearings)  
Penalties

### **Appeals**

who to appeal to and by when

### **Recall/Referendum/Other Special elections**

Processes

### **Replacement of Vacant Seats**

process if a seat becomes vacant (through appointment or election)

*The Student Activities Center can assist you in creating a guideline and model for your elections.*

### **Special points to consider:**

Elections Committee members must be **IMPARTIAL!** They must not endorse any candidate or coalition by attending campaign functions, wearing buttons, or campaigning. They cannot publicly denounce any candidate or coalition. They are not to discuss with anyone, especially candidates, the confidential information discussed at committee meetings until that information is provided to all candidates or the general public. It is extremely important that the committee appear unbiased.

It's important that you give proper notice and due process to individuals if an offense or violation of the code is alleged. It should be clear what appeal process is available. You will need to be consistent in your treatment of individuals and complaints.

It is important to develop a process for conducting a new election if tampering of the results has occurred. Reasons for annulment of an election must be serious, as should the penalty for those involved in the tampering.

It is important that your rules be clear and fair to all involved in the election.

Remember the key words are  
**IMPARTIAL**  
**FAIR**  
**CONSISTENT**  
**ORGANIZED!**