Revision Nov. 3, 2022

**PROCEDURE FOR CANDIDATES**

**FOR THE OFFICE OF**

**PASADENA ROTARY CLUB PRESIDENT ELECT-ELECT**

1. The election of President Elect-Elect will be by vote of the Board of Directors (quorum required). **The candidate receiving the most votes wins, even if the number of the “most votes” is less than a majority of the Board members voting (this could happen in the event 3 or more candidates seek the office).** Written ballots shall be used, which is a requirement of the club’s by-laws. In the event of a tie vote in a two-candidate election, the Board, by discussion, motion, and vote, shall decide on a method to resolve the tie. In the event of a tie vote between the two highest vote recipients when there are more than two candidates, the vote shall be taken again, with only the two candidates who received the high number of votes being eligible for election. In other words, the candidates with lower vote counts would then be “out of the running.”
2. Any candidate who is currently serving on the Board shall not vote, either for himself/herself, or for a different candidate, pursuant to the Club policy regarding “interested Directors.”
3. **Written submissions**. A candidate may submit written documents for consideration by the Board. The submission can include, but is not limited to, such things as a resume, a written description of past rotary service, or a description of service in other organizations which the candidate feels supports the candidate’s “campaign.” Written submissions should be sent via email attachment to the Club administrator at office@pasadenarotary.com no later than 4 PM on the Tuesday before the November Board meeting. This will give Board members time to review the submissions prior to the meeting. **A written submission is completely optional.**
4. **Oral presentation.** A candidate will be given 5 minutes to make an oral presentation to the Board. The presentation should begin with the date the candidate joined Pasadena Rotary, and a description of the candidate’s Rotary service to date. The presentation may then be used for any statements the candidate wishes to make, such as why the candidate is running, ideas the candidate has for his/her Presidency, attributes the candidate brings to the Club, and any specific goals the candidate would like to achieve during his/her year. **No candidate shall hear the presentations nor shall they receive the written submissions of other candidates.**
5. **Q and A.** Following the oral presentation of a candidate, the Board will have the opportunity to ask questions to be answered by the candidate. In the interest of time, each Board member shall be limited to one question to each candidate, and there shall be a time limit of 10 minutes for each Q and A period.
6. **Order of the candidates’ presentations**. The order of the candidates’ presentations will be randomly established, either by coin toss or by a blind drawing of candidates’ names from a container.
7. **Board deliberation.** Following the last presentation, the Board will have time to discuss the pros and cons of the various candidates prior to voting.
8. **Votes to be double-counted.** Two persons shall examine the ballots and tally the votes.
9. Following the vote, all candidates shall be invited into the Board meeting, and the winner shall be announced by the President. **The Board and all candidates are required to keep the results strictly confidential, to encourage attendance at the Holiday Party.** If any candidates have gone home prior to the vote, each candidate will be contacted the following day with the result.
10. If any situation arises which is not addressed by the above paragraphs, the Board shall, by discussion, motion, and vote (excluding the vote of any candidate who is currently on the Board of Directors) resolve the issue.