

## **North Napa Rotary Club Nomination of Officers**

The election of Officers and Directors of the North Napa Rotary Club to serve for the ensuing year shall take place at an annual meeting which shall be held on the Second Tuesday in December of each year.

### **Nominating procedure:**

#### **Nominating Committee:**

A nominating committee shall be convened to recommend nomination of candidates for the offices of President, President Elect, Vice-President (a.k.a. President Elect Nominee), Secretary, Treasurer, and 2 Directors at least 6 weeks prior to the annual meeting. The committee shall consist of the standing President and the four most recent active prior Past Presidents, the Senior Past President of which (the Past President who has been out of office the longest) shall be the Chairperson.

#### **Nominations from the Committee:**

At a regular meeting, three weeks prior to the election, the nominating committee will present their nominations to the club for the offices of President, President Elect, Vice-President, Secretary, Treasurer, and 2 Directors. No nominations will be made at this time.

#### **Nominations from the floor:**

At the 2 meetings subsequent to the above Committee nominations, the President will have the names of members nominated for office read by the Secretary.

Nominations will then be open from the floor in the following order:

Office of President- Nominations is made by motion.

After this nomination is closed for the office of President for the evening by motion, followed by a second, a vote by the membership is in order.

Nomination for the offices of President Elect, Vice-President, Secretary, Treasurer, and the Board shall be done in the same way as for the President, each office separately from the others.

These nominations shall be closed by a motion “for the evening” at each meeting they are presented.

On the last evening of the nominations, the motion to close nominations shall be simply “**to close the nomination**” thereby ending all further nominations prior to the election, compared to “close for the evening”.

## **North Napa Rotary Club Election of Officers**

### **Preparation of Ballots:**

#### For General Election:

Ballots shall be printed for the election listing candidates for each office in alphabetical order. There should be enough ballots printed to allow for a tie in any Office and thereby calling for a second balloting

#### Absentee Ballots:

A copy of the ballot shall be included in the club bulletin as an absentee ballot prior to the election. A signed and dated absentee ballot can be mailed to the Club or turned in to any standing Officer, any time before the election who shall give the ballot to the secretary on the night of the election. The absentee ballot may be recalled by the member anytime before the balloting at the election.

### **Voting Procedures:**

On the night of the election, this being a closed meeting, the President will give each candidate the opportunity to say a few words or have someone else speak on their behalf.

#### Balloting Committee:

The President will appoint a balloting committee, consisting of three members, none of them having been involved with the election i.e. campaigning on behalf of a candidate.

The balloting committee will upon instruction by the President pass out one ballot to each member whose name has been called from the rolls by the Secretary.

Completed ballots will then be collected upon a second roll call by the secretary and tabulated by the committee.

After the balloting committee has completed tabulating the results, they shall then give the results to the president who will announce the new officers.

After the announcement of the election results, there should be a motion from the floor to destroy the ballots, a second on the motion, and a club vote, which shall conclude the election.