

## Election of Officers

Minnesota Statute 13D.01, Subd. 4 says that the election of officers must be by open vote and not by any form of secret ballot. MSBA further states that each board should establish procedures in advance of the meeting so that everyone will know what to expect from the outset. Once developed, the board needs to follow the procedure that it has adopted, but the procedures can be changed if the majority of the board members agree. Robert's Rules of Order Newly Revised calls for a two-thirds majority vote to adopt the motion.

### **The following is our District's procedure for Election of Officers:**

Acting Chair (Kita) requests nominations for Chair.

Are there any other nominations for Chair?

Are there any other nominations for Chair?

Any member of the board may nominate any other board member, and nominations do not require a second.

If only one board member is nominated, board rules may allow the acting chair to declare that candidate elected. The acting chair could say to the rest of the board: "Jane Doe is the only candidate nominated for the office of chair; and I hereby declare her elected."

If more than one person is nominated, May will do a roll call vote asking each Board Member whom they wish to vote for.

### **For example, the board would follow the procedure provided below:**

Acting Chair: "Nominations are now in order for the office of chair."

Board Member Smith: "I nominate Jane Doe."

Acting Chair: "Jane Doe is nominated. Are there any other nominations for the office of chair?"

Acting Chair: "Are there any further nominations for the office of chair?"

Acting Chair: "Are there any further nominations for the office of chair?"

Acting Chair: "If there are no further nominations...(pause)...nominations for the office of chair are closed. Jane Doe is the only candidate nominated for the office of Chair; and I hereby declare her elected."

### **If two or more members are nominated for an office, the roll call vote would follow the procedure provided below:**

Acting Chair: "May will now call the roll for voting on the office of chair."

May: "Board Member Smith."

Board Member Smith: "I vote for Jane Doe."

May: "Board Member Jones."

Board Member Jones: "I vote for Jim Anderson"

And so on until all board members have been polled.

Acting Chair: "May will now tally the votes."

May: "Jane Doe received four votes. Jim Anderson received three votes."

Acting Chair: "Jane Doe received a majority of the votes cast and is elected chair."

**Once the Chair has been elected, it's time to vote for the other officers.**

The New Chair requests nominations for Vice Chair.

Are there any other nominations for Vice Chair?

Are there any other nominations for Vice Chair?

The New Chair requests nominations for Clerk.

Are there any other nominations for Clerk?

Are there any other nominations for Clerk?

The New Chair requests nominations for Treasurer.

Are there any other nominations for Treasurer?

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**VOTING SUMMARY:**

- If single nomination, election by acclamation
- If multiple nominations, vote is required
- Open Meeting Law requires all votes to be recorded – no unrecorded paper ballots
- Majority vote required
  1. Majority of those voting
  2. Tie vote fails for lack of majority
  3. Abstaining votes count as the majority
  4. If more than two choices, a plurality is insufficient