(Excerpt from Bylaws **ARTICLE VI OFFICERS, DUTIES, ELECTIONS, Section 2 & 3**

2.3 Duties of the Secretary

(a) The Secretary shall be responsible for keeping an historical journal of the activities of the Commission for assisting in the preparation of the Annual Report to the Board of Supervisors.

(b) The Secretary shall ensure the timely production of meeting minutes by assisting department clerical staff assigned to the Commission in clarifying matters when necessary.

3.1 Officer Vacancies

Except for a vacancy in the officer position of Chairperson as set forth in Article VI, Section II, Paragraph 2.2(a), of these By-Laws, when a vacancy occurs in the officer positions of Vice Chairperson, Secretary and Treasurer, a Commissioner selected by a majority vote of the full Commission at a regular meeting of the Commission shall fill the vacancy until the next regularly scheduled election is conducted as set forth in Article VI, Section III of these By-Laws.

A. NOMINATIONS

A **nomination** is a formal proposal to the voting body, in an election to fill an office or position, suggesting a particular person as the one who should be elected. The usual practice is to have nominations, to narrow the voting down to qualified and willing candidates. The two most common means of nominating candidates for office are nominations from the floor and by a nominating committee. Other methods are described in RONR (10th ed.) on page 417, lines 19–27, and on page 422, line 22 through page 424, line 8.

1. From the Floor

The chair calls for nominations from the floor by saying, for example, **"Nominations are now in order for the office of** President.**"** Any member may then call out, for example, **"I nominate** Mrs. A,**"** without first standing or being recognized by the chair. No seconds are necessary. The chair then announces, "Mrs. A is **nominated."** When it appears that everyone who wishes to has made a nomination, the chair says, **"Are there any further nominations?** [Pause.] **If not,** [pause] **nominations are closed."** In the average society, a *motion* to *Close Nominations* is not a necessary part of the election procedure, and it should not generally be moved. [RONR (10th ed.), p. 417–18, 421–22.]

2. By a Nominating Committee

When a nominating committee is to be used in an organized society, its members should be *elected*, not appointed. The committee may nominate one (or, less commonly, more than one) candidate for each office, and should secure each nominee's consent to serve before doing so. The Nominating Committee may report at the meeting at which the election is to be held or at a previous meeting, whichever

procedure has been established by rule or custom. At that meeting, the chairman of the committee should report, **"Mr. President, the Nominating Committee submits the following nominations: For President,** Mrs. A; **for Vice President,** Mr. B [etc.]." The chair then calls for further nominations from the floor: **"For President,** Mrs. A **is nominated by the Nominating Committee. Are there further nominations for President?"** When there are no further nominations the chair closes nominations as described earlier.

It is possible either to take nominations for all offices before electing any, or to take nominations for the first office, conduct the election for that office, and then repeat this procedure for each of the offices to be filled by election. [RONR (10th ed.), p. 419–22.]

B. ELECTIONS

Elections are commonly conducted by ballot, under the procedure described in the previous chapter. If only one candidate has been nominated for an office, the chair may declare the nominee elected (which is referred to as an election by "acclamation") *unless the organization's bylaws** require a ballot vote, in which case such a vote *must* be conducted. On any ballot, "write-in votes" may be cast for any eligible person even though he or she has not been nominated.

If no candidate receives a majority, balloting continues, retaining on the ballot all candidates who do not voluntarily withdraw.

An election becomes final when the chair announces the result if the candidate is present and does not decline or is absent but has previously consented to serve. Otherwise, it becomes final when an absent candidate is notified and does not immediately decline. If the one elected declines, balloting continues (with the name of the declining candidate removed) until someone willing to accept

**Bylaws* are explained in Chapter 10.