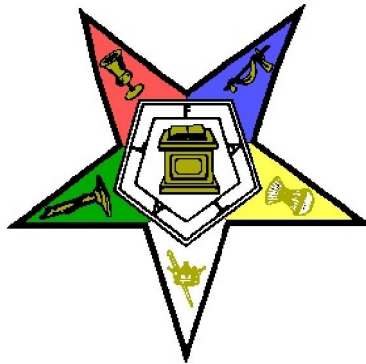


**SUGGESTED GUIDELINE FOR
ELECTION OF OFFICERS
IN SUBORDINATE CHAPTERS**



ELECTION OF OFFICERS

Note: The following information is found in the Green Book, Rules & Regulations, Section 31, Elections, (Page 92, 92-A, and 92-B). This reference is reproduced for reference only.

If desired, the Worthy Matron may invite the Worthy Patron to preside and presents him with the gavel.

Worthy Patron or presiding officer:

Read this note: Any voting member may present names of members eligible for an elective office to the Secretary or to the chapter, without remarks, immediately before the balloting for the said office begins. Names presented to the Secretary shall be read prior to the balloting for the office for which the name has been presented. Balloting shall not be restricted to names presented. A majority of all votes cast shall decide the election. If there is only one nominee for an office, the nominee may be elected when a majority of those eligible to vote in the elections, vote in favor of a motion, made and seconded by voting members that the nominee be elected and that the election be by acclamation.

Read this note: If any line officer does not wish to advance or be re-elected as in case of the Secretary or Treasurer, they should so state at this time or at the time of election for the officer held.

When tellers are required, the Worthy Patron shall name the chairman to distribute, collect, and count the ballots.

I hereby appoint _____ and _____
to serve as tellers and _____ will serve as Chairman. The Secretary will tally the results.

All members including Dual and Plural members' of _____ Chapter please stand.

We will count off beginning with me and ending with the Worthy Matron. Count off!!

There are ____ present. If all ballots cast are counted, a majority will be _____. Blank or incomplete ballots are not counted.

Do all members have ballots? If so, we are now ready to proceed with the election of officers for the ensuing year. When writing the name of your choice, remember if two or more candidates have the same given or surname, the full name must be written on the ballot, or the ballot cannot be counted. IF YOU USE A NICKNAME, BE SURE TO WRITE THE LAST NAME ALSO. PLEASE DO NOT FOLD THE BALLOTS.

WP: We will now proceed with the election of Officers.

Election of Worthy Matron, Worthy Patron, Associate Matron

WP: “The Worthy Matron, Worthy Patron and Associate Matron may be elected when a majority of those eligible to vote in the elections of officers vote in favor of a motion, made and seconded by voting members, that the Associate Matron be elected Worthy Matron, the Associate Patron be elected Worthy Patron, the Conductress be elected Associate Matron and that these elections be collective and by acclamation.”

Member: Worthy Patron, I move that the Associate Matron be elected Worthy Matron, the Associate Patron be elected Worthy Patron and the Conductress be elected Associate Matron and that these elections be collective and by acclamation.”

WP: Is there a second to the motion?

Member: “I second that motion”

WP: “ Sisters and Brothers, it has been moved and seconded that the Associate Matron be elected Worthy Matron, the Associate Patron be elected Worthy Patron, the Conductress be elected Associate Matron and that these elections be collective and by acclamation.”

Is there any discussion? Hearing none, all in favor of the motion please vote. Those opposed, please vote. The motion is carried. (or lost).

If the motion is carried, the Worthy Patron shall ask each of those elected if they will accept.

Election of Associate Patron

WP: Nominations are now open for the office of Associate Patron.

“Sister Secretary, have you received names of nominees for the office of Associate Patron?”

Secretary: Reads the names of nominee(s).

WP: “Sisters and Brothers do you wish to present any other names for nominations for Associate Patron?”

Member: if presenting a nomination will state the name of the nominee.

WP: Are there any other nominations? Are there any other nominations? Are there any other nominations?

Note: If there are more than one nominee, the election proceeds by written ballot. As the ballots are checked and counted, the name on the ballot must be called out audibly by the Chairman.

If there is only one nominee proceed as follows:

Member: Worthy Patron, there being only one nominee, I move the nominations be closed and that Brother _____ be elected Associate Patron and that the election be by acclamation.

Member: “I second the motion.”

WP: It has been moved and seconded the nominations be closed and that Brother _____ be elected as Associate Patron and that the election be by acclamation.

Is there any discussion? Hearing none, all those in favor of the motion, please vote. Those opposed, please vote.

The motion is carried (or lost)

Note: If the motion is carried, the Worthy Patron shall ask the Brother if he accepts.

Election of Secretary

WP: Nominations are now open for the office of Secretary.

Sister Secretary, have you received names of nominees for the office of Secretary?

Secretary: Reads the names of nominees.

WP: “Sisters and Brothers do you wish to present any other names for nominations for Secretary?”

Member: if presenting a nomination will state the name of the nominee.

WP: Are there any other nominations? Are there any other nominations? Are there any other nominations?

Note: If there are more than one nominee, the election proceeds by written ballot. As the ballots are checked and counted, the name on the ballot must be called out by the Chairman, audibly.

If there is only one nominee proceed as follows:

Member: Worthy Patron, there being only one nominee, I move that Sister/Brother _____ be elected as Secretary and that the election be by acclamation.

Member: “I second the motion.”

WP: It has been moved and seconded the nominations be closed and that Sister/Brother _____ be elected as Secretary and that the election be by acclamation.

Is there any discussion? All those in favor, please vote. Opposed, please vote. The motion is carried (or lost)

If carried ask the person if she/he accepts.

Election of Treasurer

WP: Nominations are now open for the office of Treasurer.

Sister Secretary, have you received names of nominees for the office of Treasurer?

Secretary: Reads the names of nominees.

WP: “Sisters and Brothers do you wish to present any other names for nominations for Treasurer?”

Member: if presenting a nomination will state the name of the nominee.

WP: Are there any other nominations? Are there any other nominations? Are there any other nominations?

Note: If there are more than one nominee, the election proceeds by written ballot. As the ballots are checked and counted, the name on the ballot must be called out by the Chairman audibly.

If there is only one nominee proceed as follows:

Member: Worthy Patron, there being only one nominee, I move that Sister/Brother _____ be elected as Treasurer and that the election be by acclamation.

Member: “I second the motion.”

WP: It has been moved and seconded the nominations be closed and that Sister/Brother _____ be elected as Treasurer and that the election be by acclamation.

Is there any discussion? All those in favor, please vote. Opposed, please vote. The motion is carried (or lost)

If carried ask the person if she/he accepts.

Election of Conductress

WP: Nominations are now open for the office of Conductress.

Sister Secretary, have you received names of nominees for the office of Conductress?

Secretary: Reads the names of nominees.

WP: “Sisters and Brothers do you wish to present any other names for nominations for Conductress?”

Member: if presenting a nomination will state the name of the nominee.

WP: Are there any other nominations? Are there any other nominations? Are there any other nominations?

Note: If there are more than one nominee, the election proceeds by written ballot. As the ballots are checked and counted, the name on the ballot must be called out by the Chairman audibly.

If there is only one nominee proceed as follows:

Member: Worthy Patron, there being only one nominee, I move that Sister _____ be elected as Conductress and that the election be by acclamation.

Member: “I second the motion.”

WP: It has been moved and seconded the nominations be closed and that Sister _____ be elected Conductress and that the election be by acclamation.

Is there any discussion? All those in favor, please vote. Opposed, please vote. The motion is carried (or lost)

If carried ask the person if she accepts.

Election of Associate Conductress

WP: We will now have the election for the office of Associate Conductress.

Sister Secretary, have you received names of nominees for the office of Associate Conductress?

Secretary: Reads the names of nominees.

WP: “Sisters and Brothers do you wish to present any other names for nominations for Associate Conductress?”

Member: if presenting a nomination will state the name of the nominee.

WP: Are there any other nominations? Are there any other nominations? Are there any other nominations?

Note: If there are more than one nominee, the election proceeds by written ballot. As the ballots are checked and counted, the name on the ballot must be called out by the Chairman audibly.

If there is only one nominee proceed as follows:

Member: Worthy Patron, there being only one nominee, I move that Sister _____ be elected as Associate Conductress and that the election be by acclamation.

Member: “I second the motion.”

WP: It has been moved and seconded the nominations be closed and that Sister _____ be elected as Associate Conductress and that the election be by acclamation.

Is there any discussion? All those in favor, please vote. Opposed, please vote. The motion is carried (or lost)

If carried ask the person if she accepts.

WP: Dismiss the tellers and collect the papers & pencils.

WP: This concludes elections. **RAP**

Return Gavel to WM