COUNCIL ELECTION PROCEDURES

PRESIDENT: The Office if (Office) is now vacant.
(Office) will be vacant next month.
(State reason for this i.e. term has ended such as officer has resigned . . . etc. This means we the members of the (name of council) must elect another member from our attached praesidia to fill this vacancy. He or she need not be an officer in a praesidium. Every active Legionary is eligible. The term of office is three years, six years in all. "The question of tenure must be decided on grounds of general principal." (HB pg. 86 #11-12) This must be done at the meeting prior to the meeting at which the election is held.

VICE PRESIDENT: The floor is now open for nominations and will remain open until one or more candidates are nominated. Election will be by secret ballot and only officers who have been appointed by this council are entitled to vote. No acting officers or guests may participate.

ACTUAL ELECTION PROCEDURE

VICE PRESIDENT: Since the office of (state office) is now vacant I declare the floor open for nominations.

> Do I hear any nominations? Voice from body: I nominate (Name) then the Vice President then asks the person named if they accept or reject the nomination. Upon their answer if yes you have to second the nomination. Voice: Yes, I second the nomination. Do I hear any other nominations? Accept the nominated names in the same as above.

(Make sure all names of nominees and those making the nominations are put into the minutes. If this information is not noted completely in the minutes the election is not valid and no officers can be Ratified by the Miami Regia.)

The floor will remain open to other nominations until next month's meeting when the actual election will be held.

NEXT MEETING THE VICE PRESIDENT:

We have the following nomination names for the office of (state office) and list the names of the nominees.

Do I hear any more nominees? (Accept any as above with all names going into the minutes.) Hearing no other nominations, I need a motion to close the floor to nominations. Voice from body: I make a motion to close the floor. Another voice from the body seconds the closing. All those in favor say I. Any opposed? So passed.

If there was only one candidate that has been nominated at the closing of the floor **VICE PRESIDENT** then states that (name of person) has been unanimously elected to the office of (state office) for the (name of council). Congratulations (a round of applause from the body).

If there were two or more we will now proceed with the election of the (state office). Two or three people are to be the scrutineers and pass out the ballots to only those eligible to vote in the election. The scrutineers will then collect the ballots and count them while the business of the meeting continues. There must be a clear majority. (HB page 154 #13) The count is written down and given to the **VICE PRESIDENT**. Then the announcement is made that for the office of (state office) it has been determined that (name of person) for the (name of council) is elected by a clear majority. A round of applause from the body issues to welcome the new officer.

If a clear majority has not been reached, then the VICE PRESIDENT reads out the totals of the votes and the second vote takes place. If a majority is not reached on the second vote then the person with the least number is dropped and the vote is again cast. This must be repeated until there is a clear majority. Then the announcement is made that for the office of (state office) it has been determined that (name of person) for the (name of council) is elected by clear majority. A round of applause issues from the body to welcome the new officer.

If you are doing more than one office then this procedure and steps must be followed for each of the offices in order of position: President, Vice President, Secretary and Treasurer.

ADDED NOTES FROM BROTHER CHARLES KANE:

1. We love having guests at our meetings. It is a good training ground for future officers. However in the rules for voting for officers the Handbook is clear, only those current officers who are on the council's official rolls may vote. Acting officers cannot vote.

2. Before calling out someone's name to nominate them, please ask their permission. It is embarrassing to have a series of persons decline the nomination.

3. The person nominated and/or elected must be present at the meeting to accept the nomination and/or election.

4. It is a good idea to have a nominating committee to search for qualified persons who will accept the nomination.