

## Script for Election of Chair and Vice Chair

Read only highlighted areas

### 1. Open Nominations for Chair

**Chair:** Can I have a motion to open the nominations for the Chairperson?

(Someone will make a motion to open nominations)

**Chair:** Can I have a second?

(Someone will second the motion)

**Chair:** Roll call?

(Staff member takes roll call vote and announces outcome)

### 2. Nominations for Chair

**Chair:** I now call for nominations for Chairperson

(wait for response from board member “I nominate\_\_\_\_\_for Chairperson”)

**Chair:** I call for nominations for Chairperson

(wait for response)

**Chair:** I call for nominations for Chairperson

(wait for response)

**Chair:** I call for nominations for Chairperson

(wait for response)

### 3. Close Nominations for Chair

**Chair:** Can I have a motion to close nominations for Chair

(someone will make motion to close nominations)

**Chair:** Can I have a second?

(someone will second the motion)

**Chair:** Roll call?

(Staff member takes roll call vote and announces outcome )

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**4. Approve first nomination for Chair. (If majority prevails, no more names are voted on. If no majority, repeat roll call with second person nominated and continue until chairperson is selected)**

**Chair:** I now call for a motion to approve \_\_\_\_\_ for Chairperson

(someone will make motion to approve Chair)

**Chair:** Can I have a second?

(someone will second the motion)

**Chair:** Roll call?

(staff member takes roll call vote and announces outcome of vote)

**Chair: Provide gavel to newly elected chairperson**

**5. Open Nominations for Vice Chair**

**Chair:** Can I have a motion to open the nominations for the Vice Chairperson?

(Someone will make a motion to open nominations)

**Chair:** Can I have a second?

(Someone will second the motion)

**Chair:** Roll call?

(Staff member takes roll call vote and announces outcome)

**6. Nominations for Vice Chair**

**Chair:** I now call for nominations for Vice Chairperson

(wait for response from member "I nominate \_\_\_\_\_ for vice chairperson")

**Chair:** I call for nominations for Vice Chairperson

(wait for response)

**Chair:** I call for nominations for Vice Chairperson

(wait for response)

**Chair:** I call for nominations for Vice Chairperson

(wait for response)

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## **7. Close Nominations for Vice Chair**

**Chair:** Can I have a motion to close nominations for Vice Chairperson

(someone will make motion to close nominations)

**Chair:** Can I have a second?

(someone will second the motion)

**Chair:** Roll call?

(Staff member takes roll call vote and announces outcome)

**8. Approve first nomination for Vice Chair. (If majority prevails, no more names are voted on. If no majority, repeat roll call with second person nominated and continue until vice chairperson is selected)**

**Chair:** I now call for a motion to approve \_\_\_\_\_ for Vice Chairperson

(someone will make motion to approve Vice Chair)

**Chair:** Can I have a second?

(someone will second the motion)

**Chair:** Roll call?

(staff member takes roll call vote and announces outcome of vote)

**(If no nominee is successful, then go back to Step 1)**