**HOW TO CONDUCT AN ELECTION FOR CHAPTER OFFICERS**

The Chapter President presides.

Request from Secretary the number of Active (REALTOR®/REALTOR® -associate) members present. Ask: “Is a quorum present?” *Note: Twenty percent of the REALTOR®/REALTOR-ASSOCIATE®/Institute Affiliate (see definition after Article XIV) members of the Chapter shall constitute a quorum at all meetings.*

If so, call for the report of the Nominating Committee.

Chairman of the Nominating Committee presents slate, with no motion for adoption.

The President then proceeds with the election.

“The Nominating Committee has presented the name of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for President-elect. Are there any nominations from the floor?” (Pause, repeat the question, then pause again.) “There being none, the Chair declares the nominations closed and we will proceed with the election.”

A member may move the nominations closed. (President follows procedure for accepting a motion.) If another name for the office is placed before the membership, no second is required. Voting may be by *viva voce* or roll vote or by written ballot when there are two or more nominees according to the Local Chapter bylaws. If by written ballot, the President appoints tellers to count the votes.

The same procedure is followed for electing each officer.

A member may move that the slate of officers be elected as given by the Nominating Committee.

After the election, the President introduces the Officers-elect.

Election of Nominating Committee members. See bylaws for criteria for this committee. Note that the committee is not open to National or Local Affiliates.

Note: Elections/Chapter Business. There are only two matters of chapter business which are put to a vote at a membership meeting: election (of officers and Nominating Committee members) and proposed bylaws amendments. (Note that bylaws amendments made by National are automatically binding upon the chapter and are not voted on.) Members should receive a copy of the operating budget and, from time to time, copies of the bylaws and standing rules.