

## Guidelines for the Nominating Committee

- 1) The Executive Committee should start searching for three Nominating Committee members immediately after its March Executive Committee meeting or sooner if possible.
- 2) The President should appoint a Nominating Committee at the April Executive Committee meeting. According to the partnership's by-laws, the Nominating Committee should consist of "at least three members".
- 3) Members of the Nominating Committee should meet before April 30<sup>th</sup> and appoint a Chair.
- 4) The Partnership's Secretary should give the Nominating Committee a copy of the membership list, and a description of the duties of each office.
- 6) All Partnership members, including incumbent officers and Nominating Committee members, are eligible for nomination.
- 7) The duty of the Nominating Committee is to find the best candidate for each office.
- 8) The Nominating Committee will ascertain that each nominee understands the duties of the office and is willing to serve if elected.
- 9) If no candidate is found for one of the offices, the committee can leave that slot open for nominations from the floor.
- 10) The Nominating Committee shall notify the membership in writing of the slate of officers, at least three days before the June Annual General Partnership meeting.
- 11) The Chair of the nominating Committee will hold the election of officers at the June General Partnership meeting.
- 12) As required by the Partnership's by-laws, a quorum of at least fifteen per cent of Partnership members must be present at the meeting for the election to proceed.
- 13) The Nominating Committee Chair will, for each office to be filled, announce the candidate(s) and then request floor nominations.
- 14) Any candidate nominated from the floor must have given his/her prior approval and agree to serve if elected. A nomination from the floor does not need to be seconded.
- 15) If at any time during the nomination process a member realizes that he or she will be unable to serve if elected, the member should stand and request that his or her name be removed from nomination.
- 16) Should there be only one candidate for each office, the Nominating Committee Chair can request a motion to elect by acclamation. The motion will need to be seconded before proceeding with the vote by acclamation.
- 17) Should there be more than one candidate for an office, a written ballot will be taken.
- 18) The President or his/her representative can declare the polls closed after asking the membership if everyone who wants to vote has voted.

## Guidelines for the Tellers' Committee

- 1) A Tellers' Committee composed of three people not running for office shall count the ballots. The Tellers' Committee should be appointed before the vote.
- 2) Nominating Committee members can be members of the Tellers' Committee.
- 3) All blank ballots will be put aside in a stack and they will not be counted in the total number of votes cast. Illegal ballots, those that have writing on them but are not readable or that contain the name of a person not eligible for election, will be put in a different stack.
- 4) The legal ballots will be counted and set aside in a third stack. The number of illegal and legal ballots will then be totaled. This total will become the basis for calculating the majority vote number.
- 5) One teller will read aloud the names on each ballot. The other two tellers will each keep a separate teller sheet, recording each candidate's name on their teller sheet the first time it is read, and placing a tally mark next to a candidate's name each time that name is read.
- 6) After all ballots have been read, the two recording tellers will compare their records to make sure their tallies are in agreement. Any differences must be reconciled at this point.
- 7) The Tellers' Committee will then prepare its final report showing the total votes for each candidate and write the number of votes received by each name. The word "elected" will then be written next to the names of those who received a majority vote. If no one receives a majority vote the phrase "no election" will be written for that office on the teller's report.
- 8) In the event of a tie a run-off ballot will be taken.
- 9) Each member of the Tellers' Committee will sign the final Tellers' report. The chairman of the Committee shall read the election results to the membership, and then give the written report to the President.
- 10) A member can make a motion to recount the votes immediately after the results are announced. The motion must be seconded, and adopted by a majority vote.
- 11) The newly elected officers will assume their duties at the close of the Annual General Partnership meeting.
- 12) Should an elected officer resign his/her post during the course of the upcoming year, the office will be considered vacant, and the President will have the authority to appoint a replacement instead of calling for a new election.