

## ELECTION OF CHAIRMAN AND VICE-CHAIRMAN GUIDELINES

1. **Chairman**: “I will now call for nominations for **Chairman of the Board** to serve through December 2020.”
2. Nominations made by Board Members.
3. **Chairman** calls for a second.
4. **Chairman** then asks nominated Board Member if he/she will accept the nomination.
5. **Chairman**: “Hearing no further nominations, I now call for the vote”.
6. **Chairman** announces the election of the new **Chairman** and passes the gavel.
7. **Chairman**: “I will now call for nominations for **Vice-Chairman of the Board** to serve through December 2020.”
8. Nominations made by Board Members.
9. **Chairman** calls for a second.
10. **Chairman** then asks nominated Board Member if he/she will accept the nomination.
11. **Chairman**: “Hearing no further nominations, I now call for the vote”.
12. **Chairman** announces the election of the new **Vice-Chairman**.
13. **Chairman** asks the Board to reaffirm the appointment of the Board Clerk and Fiscal Officer.
14. Board Members move and second.
15. **Chairman** calls for the vote.
16. **Chairman** announces the motion has passed.