

Robert's Rules of Order, 12th Edition Excerpt of Article XI, Section 66. Nominations and Elections

Nomination Process:

1. When the vote is viva voce, the nomination is like a motion to fill a blank and is repeated by the chair as they are made. (Example: I nominate Chuck Norris as Chair.)
2. The nomination does not need to be seconded.
3. Nominations are usually made by a committee first.
4. When the committee makes its report, the board chair asks if there are any other nominations, when they may be made from the floor.
5. The committee's nominations are treated just as if made by members from the floor, no vote being taken on accepting them.
6. When the nominations are completed the assembly/board proceeds to the election.
7. The board chair closes nominations by stating. If there are no objections, nominations are closed or hearing no further nominations, the floor is closed. Nominations do not have to be called for three times; this is an old myth.
8. The vote is taken on each nomination in the order in which they were received for each officer position, until one is elected by majority.
9. An election takes effect immediately if the candidate is present and does not decline, or if he is absent and has consented to his candidacy. If he is absent and has not consented to his candidacy, it takes effect when he is notified of his election, provided he does not decline.