

# Adoption of Procedure for Election of Officers and Officer Election Process

## Adopting Presiding Officers Election Procedure

The following is the proposed procedure for electing presiding officers. After laying out the procedure, we will entertain a motion for the adoption of this procedure.

HHS staff will announce a call for nominations for each officer position. Nominations may be called for prior to the meeting by being sent to a designated HHS staff member before the meeting, accepted on the day of the meeting, or both before and during the meeting. Members will be asked to nominate themselves or another member for chair and/or vice-chair. HHS staff will announce the name(s) of member(s) who made the nomination. If a member is nominated by someone else, staff will verify that the nominee is willing to accept the nomination for that position. Once all nominations for chair and/or vice-chair have been received, each nominee will be given two minutes to inform members of their qualifications for presiding office, if they so desire.

*If chair and vice-chair are elected at different times, include:*

Nominations and election for *chair/vice-chair* will be conducted at today's meeting and the same process will be followed for the nomination and election for *chair/vice-chair* at a later meeting.

### ROLL CALL VOTE

ACCO staff will call each voting member's name one at a time. The member will then state the name of his or her candidate. ACCO staff will record each vote. Once all votes have been recorded for each position, the nominee receiving the most votes will be announced.

### SINGLE NOMINEE

If only one person is nominated for Chair or Vice Chair and after ensuring that, in fact, no members' present wish to make further nominations, ACCO staff can call for a motion to be made for the nominee to be elected by unanimous consent or "acclamation" and conduct a voice vote [*or a roll call vote for voting members that have called in via teleconference*].

**NOTE: A roll call vote will need to be conducted for a single nominee when a meeting is being conducted in a virtual setting.**