

NOMINATION AND ELECTION OF VICE-CHAIRMAN

The process for election of vice-Chairman is as follows:

1. **The Chairman calls for Nominations.** (Any number of nominations may be made).

"I nominate _____ for the position of Vice-Chairman for the 20__ term."

" I second that nomination. "

The Chairman announces the name of the nominee.

The Chairman then calls for further nominations, which are taken in the same manner.

NOTE THAT THERE IS NO VOTE ON A NOMINATION AFTER IT IS SECONDED

2. **The Chairman Closes the Nominations.** After receiving no further nominations, the Chairman closes the nominations.

CHAIRMAN: *"Hearing no more nominations, I close the nominations for Vice-Chairman."*

NOTE THAT CLOSING NOMINATIONS IS AN ADMINISTRATIVE TASK – NO MOTION OR VOTE IS NEEDED

3. **The Chairman Calls for the Vote on Each Nomination in the Order it was Received.** The nominations are voted upon in the order the names were announced by the Chairman, until one of the nominees receives a majority vote.

CHAIRMAN: *"Rachel, please call the roll on _____ being appointed to the position of Vice-Chairman for the 20__ term."*

REMINDERS:

* The position of Chairman and Vice-Chairman shall be nominated and filled separately.

EXAMPLE:

There are five Board of Zoning Appeals: Paul, John, George, Ringo and Chairman Q.

1. Nominations:

- Chairman Q calls for nominations for the position of Chairman.
- Ringo nominates Paul.
- George seconds the motion.
- Chairman Q announces Paul's name, and calls for further nominations.
- Chairman Q nominates John.
- George seconds the motion.
- Chairman Q announces John's name, and calls for further nominations.

2. Closing Nominations:

- No further nominations are given.
- Chairman Q announces the nominations are closed.

3. Vote:

- Chairman Q calls for a roll call vote on Paul being appointed to the position of Chairman.
- Roll call vote taken, and Paul receives majority vote.
- Paul is appointed Chairman, and the voting ceases – no vote is taken on John's nomination.

(If Paul had not received a majority vote, then a roll call vote on John's nomination would have been in order.)