



### **Board of Trustees Elections Procedure**

At the annual meeting of the library, officer elections will take place. The officers to be elected in order are...

- (1) President
- (2) Vice President
- (3) Financial Secretary
- (4) Recording Secretary

The Mondovi Public Library Board of Trustees (Trustees) will follow a viva-voce election procedure unless one or more Trustees request a ballot election procedure before voting begins.

### **Viva-Voce Election Procedure**

- I. The chair will ask for nominations from the floor.
- II. Nominations
  - a. If **only one nomination is given** for that office and no members present wish to make further nominations, the chair simply declares that the nominee is elected by unanimous consent.
  - b. If **more than one nomination is given** for that office, then the candidates are voted on in "aye" or "no" in the order nominated by a voice vote.
    - i. Sample wording
      1. When the nominations have ended, the chair repeats the nominations and continues... "As many as are in favor of Person A for President say aye... Those opposed say no... The ayes have it and Person A is elected President."
      2. If the noes are in the majority the wording is... "The noes have it and Person A is not elected. Those in favor of Person B say aye... Those opposed say no..."
    - ii. As soon as one of the nominees received the majority vote, the chair declares them elected.
- III. Continue this procedure for all other officer positions.

## **Ballot Election Procedure**

Any board member may request that the elections be completed via a ballot vote, but this must be done before any voting takes place and be done for all positions.

- I. The chair will open up the floor for nominations for the first position.
  - a. If there is only one nominee for a position, a ballot vote must still be taken.
- II. Once nominations are completed, the Director will pass around slips of paper for voting.
- III. All members will vote for their choice from the nominees and return slips to the Director.
- IV. The Director will announce the new officer, determined by simple majority.
- V. This procedure will repeat for all officer positions.

All newly elected officers will take up their positions at the conclusion of the annual meeting.

**Approved by the Mondovi Public Library Board of Trustees on February 1, 2022.**