

From "*The Standard Code of Parliamentary Procedure*" by Alice Sturgis

Electing the Chair and Vice Chair

1. Open Nominations:
 - a. Presiding officer may say: "Are there nominations for the office of Chair?"
 - b. Any member may say: "I nominate _____"
 - c. No second is necessary.
 - d. Presiding officer will ask: "Are there further nominations for the office of Chair?"
 - e. Repeat until no further nominations.
2. Close Nominations:
 - a. Presiding officer declares nominations for that office closed.
 - b. Motion to close is not necessary.
3. Nominations are voted upon in the order taken.
 - a. The member receiving the necessary vote is elected.

Electing a Temporary Chair in the absence of both Chair and Vice Chair

1. Open Nominations:
 - a. Secretary or Liaison should inform the members that in the absence of both Chair and Vice Chair, a Temporary Chair (or Chair Pro Tem) must be elected to serve as presiding officer for this meeting only.
 - b. Secretary or Liaison may say: "Are there nominations for Temporary Chair for this meeting?"
 - c. Any member may say: "I nominate _____"
 - d. No second is necessary.
 - e. Secretary or Liaison will ask: "Are there further nominations for Temporary Chair?"
 - f. Repeat until no further nominations.
2. Close Nominations:
 - a. Secretary or Liaison declares nominations for Temporary Chair closed.
 - b. Motion to close is not necessary.
3. Nominations are voted upon in the order taken.
 - a. The member receiving the necessary vote is elected for this meeting only.