

# General Script for Club Officer Elections



During or prior to club elections, make sure all members are aware of the available positions and the duties of each one. This will assist them in making an informed decision on what position to run for based on the qualifications required for each position.

Be aware that some requirements must be met for elections to be held:

- Meeting quorum - half of the paid membership, plus one person must be present
- The Kiwanis advisor must be present

*Your club or district bylaws and university procedures may supersede any of this resource's contents or any of the requirements that may apply. Adjust and modify this script to meet your club's needs.*

**President/Election Official:** The floor is now open for nominations. Are there any nominations?

**Nominator #1:** I, (name), nominate (name) for the position of \_\_\_\_\_.

*Someone must second the nomination.*

**Nominator #2:** I, (name), second the nomination.

**President/Election Official:** (Name), do you accept the nomination for (position)?

*Nomination accepted or declined by candidate.*

*This process continues until there are no more nominations.*

**President/Election Official:** Seeing no more nominations, nominations for (position) are now closed. For (position), the following are nominated. (List names). The candidates will now give speeches and answer questions in the order they were nominated.

*Those nominated give speeches and field questions, while other candidates wait outside the room. Repeat this procedure until all nominated candidates have given their speeches and answered questions. Set a time limit for both speeches and questions.*

**President/Election Official:** We will now move to a vote. Please cast your ballot by writing the full name of the candidate who you choose for that position.

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*(Votes are collected and counted by 2 individuals, usually trustworthy members who are graduating, as well as the Kiwanis Advisor. Make it clear that they are not to disclose the ballot count to anyone)*

**President/Election Official (receives winning name):** I am pleased to announce that (name) has been elected as your (year and position).”

**(Continue with other positions)**

*Many clubs have a “drop-down” rule, allowing candidates who did not secure a position to be nominated for a subsequent position.*

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**If only one person is running for a position, a voice vote can be requested:**

**President/Election Official:** I entertain a motion to vote for the position of \_\_\_\_\_ by acclamation.

*This needs someone to move (“I, (name), move to vote for the position of \_\_\_\_ by acclamation”). This motion requires a second (“I, (name), second the motion”).*

**President/Election Official:** Is there any discussion? (Pause)

**President/Election Official (after discussion):** We will now move to a vote. All those in favor, say Aye. (Pause for voting) All those opposed, say Nay. (Pause) Abstentions. (Pause)

**President/Election Official:** Motion passes. We will now vote for the position of \_\_\_\_\_ by acclamation (verbal vote).

**President/Election Official:** All those in favor of electing (name) as \_\_\_\_\_, say Aye (Pause for voting). You have elected (name) as your (year and position).