User Group Election Time is Coming Soon!

All MnCCC User Groups hold annual elections for all positions at your annual June business meetings. Be sure your user group is prepared. Your user group rules and regulations will provide information regarding the transition of officers, annual elections, and officer terms. As chair, it is important that your user group is prepared for elections with a few pre-election planning steps:

1. Identify who is up for election.
2. Share with the membership the open officer positions and the responsibilities for that officer position.
3. Consider forming a nomination committee to reach out to the user group to find individuals that might be a good fit. Keep in mind, sometimes it is more successful to identify talented user group members and reach out to ask them rather than hoping talented and engaged individuals step forward and volunteer.
4. Make sure you will have a quorum at your annual business meeting. Communication to the entire user group to make sure the message is delivered that attendance is important. Some user groups survey their members and make sure to get a response of who is attending to represent the member county/agency and may even make sure proxy votes are assigned prior to the meeting for those unable to send a representative.
5. Make sure your membership understands what is being voted on, such as fees, elections, maybe updated user group rules and regulations.
6. Make sure your membership understands who has voting rights. In most cases, it is a single vote per county or agency; but in some cases, one or more counties make up an agency and there is a single vote for that agency even if all of the agency's participating counties attend.

In addition to elections, your user group will also finalize and approve your next year's user group budget at the annual June Business Meeting. A copy of the Summary of Dues and Fees is available from MnCCC. This document provides the fees that are voted on by your user group at the annual meeting. The next year's Summary of Dues and Fees is distributed by MnCCC via RSVP in early July each year. Typical user group fees may include, but aren't limited to: Enhancement Fund, contracted maintenance & support, beta testing, and shared special project fees.

Elections Script for Chairs

Since elections are typically held only once a year and many of our officers hold one-year terms as chair, the process for elections can be challenging. The following is a Robert's Rules of Order script from *Robert's Rules of Order In Action: How to Participate in Meetings with Confidence* by Randi Minetor.

Script (Nominations from the floor):

Chair: *Nominations are now open for the office of XXX. Are there any nominations from the floor?*

From the floor (Membership): Any member can nominate individuals for the office. Nominations do not require a second.

Mr. Jones: *I nominate Judy Smith.*

Ms. Stone: *I nominate John Appleseed.*

Chair: *Are there any other nominations? (Silence) Nominations for the office of XXX is now closed. Judy Smith and John Appleseed are nominated for the office of XXX.* Proceed with paper ballot.

-OR-

Chair: *Nominations are now open for the office of XXX. Are there any nominations from the floor?*

From the floor (Membership): Any member can nominate individuals for the office. Nominations do not require a second.

Mr. Jones: *I nominate Bob Smith.*

Chair: *Are there any other nominations? (Silence) Nominations for the office of XXX is now closed.* If there is only one person nominated, the chair can waive the need for a ballot and declare the nominee a winner.

Or in some cases, the chair may receive a nomination from the floor: *I move nominations cease and we cast a unanimous ballot for Bob Smith.* This motion requires a second and a vote to declare the nominee as the winner.

The process is repeated until all positions are filled.

Alternate Script (Nominations from Committee):

If the nominating committee is presenting a slate of officers, rather than electing individual positions, the following script can be used.

Nominating Committee Representative will present the slate of officers.

Chair: *May I receive a motion to approve the slate of officers as presented?*

From the floor (Membership): Any voting member can make the motion, though it is often one of the nominating committee members.

Mr. Smith: *So moved* -or- *I move approval of the slate of officers as presented.*

Chair: *May I receive a second to the motion?*

From the floor (Membership): Any voting member can make the motion, though it is often one of the nominating committee members.

Mr. Smith: *So moved* -or- *I second the approval of the slate of officers as presented.*

Chair: *We will now vote on the motion. All those in favor indicate by saying aye, all those opposed indicate by saying nay.* If sufficient votes, *motion passed, the presented slate of officers has been approved.*

It is possible not to get a motion or a second to approve the slate of officers and then the positions may be split out and voted in a partial group with an election (as provided above) for one or more of the positions.