

U.S. Coast Guard Auxiliary
2013 Flotilla Election of Officers
Role of the Presiding Officer

1. Ask the Secretary of Records **“Is there a verified quorum of eligible voters present for voting in these elections?”**
2. Read the following: **“These are some of the regulations that govern this election:**
 - **Each eligible member of the Flotilla shall have one vote, including candidates.**
 - **Proxy and absentee voting are not permitted.**
 - **A candidate must receive a majority vote to be elected.**
 - **The Screening Committee will pass out the ballots, collect them, and count the votes**
 - **Election for Flotilla Commander will take place first.**
 - **Election for Flotilla Vice Commander will then take place.**
 - **All active flotilla members in good standing who have paid their dues for the current year are eligible to vote. This includes members in AP status.**
3. Ask the Screening Committee Chairperson **Please present to me the names of all of the nominees, letters of intent, and written verification of each nominee’s qualifications for the position.**
4. Review this information, ask any questions, if necessary, for clarity. Then say, **“The Screening Committee is now dismissed. This should be duly noted in the meeting minutes.”**
5. State that **“The floor is open for nominations. Are there nominations from the floor?”** [Repeat this statement three (3) times]
“Having heard no nominations from the floor,” Go to 6.

OR

- a. If there is a candidate from the floor, there must be a **second** to the nomination. Then announce **“Because a nomination from the floor was not received by the Screening Committee, the candidate or the person making the nomination must, at this time, submit hard copy proof of the required eligibility qualifications to assume the office”**. After reviewing the documents and verifying that the candidate is eligible,

Flotilla Election of Officers – Role of the Presiding Officer (continued)

- b. Ask of the candidate **“If elected, are you willing to serve and fulfill all the requirements of this office?”**
6. **“Do I hear a motion to close the nominations for the office of FC/VFC for 2013? Is there a second? All in favor? All against? The motion to close the nominations for the office of FC/VFC for 2013 is now closed.”**
7. The election of officers shall be by written ballot unless there is only one member nominated to each elective office. If that is the case, the Presiding Officer may ask the secretary to cast a single ballot on behalf of the members after a voice vote. **“Do I hear a motion to accept the nomination of xxxx xxxxx for the office of xxxxx for 2012 by acclamation? Is there a second? All in favor? All against? Will the Secretary of Records please record one vote that xxxx xxxxx was elected as xxxx for the year 2013 by acclamation.”**
8. If there is more than one candidate for an elected office, proceed with the written ballot procedure and requirements in the Flotilla Standing Rules.
 - a. Read the names of each of the nominees with his/her qualifications.
 - b. Give the Letters of Intent along with the written qualifications to the Secretary of Records for the Flotilla/Division records.
9. The Screening Committee presents the results of the voting to the Presiding Officer, and the Presiding Officer announces the results (*do not state number of votes received*).
 - a. If no candidate received a majority of the votes, another vote is taken. If, after two votes, no candidate receives enough votes for election, the candidate with the least number of votes is dropped from the ballot, and another vote is taken with the remaining candidates still on the ballot. This continues until there are only two candidates left.
 - b. In the event of three (3) successive tie votes, the Presiding Officer shall place all the ballots cast on the third vote into a container, blindly select one ballot from the container, have the ballots minus the withdrawn vote re-counted, and announce the winner.
10. Ensure the SO-SR takes accurate minutes and has the Letters of Intent and qualifications for each candidate.
11. The Presiding Officer takes the ballots home to destroy.

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Please refer to the AUXMAN, Chapter 4, the AUXMAN Appendix C and the Unit Standing Rules for more details on all aspects of elections.