

## **ELECTION OF OFFICERS GUIDELINES AND SCRIPT**

According to Supreme Statutes:

- Elections must be held at the first regular meeting in January and July for 2-term years.
- In order to be eligible to vote or run for office, the current year's dues must be paid.
- If a girl enters the Line in any office other than Faith, she must be elected into that office; she may NOT be elected into the Line using acclamation.
- Before serving as Worthy Advisor or Worthy Associate Advisor, a girl must first be elected to and serve as Faith or Hope or Charity.

### **ELECTION OF OFFICERS - WORTHY ADVISOR'S SUGGESTED SCRIPT**

**WA:** Elections.

**WA:** All members who have paid this year's dues will please stand, so we can count off and determine majority for elections.

*(After the number of eligible votes has been determined, continue.)*

**WA:** Thank you, you may be seated.

**WA:** During elections, majority is based on one half of the eligible votes plus one. Tonight, we have \_\_\_\_\_ members eligible to vote, so majority will be \_\_\_\_\_.

**WA:** I would like to appoint two tellers to count the votes. Sisters \_\_\_\_\_, and \_\_\_\_\_ will you please serve as tellers? Mr./Mrs. \_\_\_\_\_ and Mr./Mrs. \_\_\_\_\_ will you please observe the tellers?

*(One Teller and one adult should be seated at the Recorder's Desk; the other Teller and one adult should be seated at the Treasurer's Desk.)*

**WA:** In Rainbow, it is presumed that girls elected to serve as Faith will automatically advance through the line. Therefore, it is not necessary to vote by written ballot for the offices of Worthy Advisor, Worthy Associate Advisor, Charity or Hope. Instead, we may vote by acclamation.

In a few minutes, I will ask for a nomination to elect each of these ladies to the next office in the line. A member should respond by nominating the member for election by acclamation to the specific office. A second is not needed, because this is not a motion; it is a nomination.

Once the nomination has been made, we will vote "yes" or "no" by a show of hands.

A "yes" vote by acclamation means you, as members, are willing to cast a show of hands for those who should progress to the next highest office.

A "no" vote during acclamation means you are voting for a written ballot for that office. It does not mean you want to vote against the girl running for that office.

## ELECTION OF OFFICERS - Script - continued

**WA:** Are there any questions about the process?  
(Once there are no questions remaining, continue.)

**WA:** The Chair will entertain a nomination to elect \_\_\_\_\_ to the office of **Worthy Advisor** by acclamation.

**Member:** Worthy Advisor, I nominate \_\_\_\_\_ to the office of Worthy Advisor by acclamation.

**WA:** \_\_\_\_\_ has been nominated for election to the office of Worthy Advisor by acclamation. All in favor, signify by raising your right hand. *(pause to allow members to vote)* All opposed, raise your right hand. *(pause to allow members to vote)*

*(If a “no” vote is given, a written ballot will be taken at this time; please refer to the election process for Faith, found below, for further instruction. If the vote is clear, continue.)*

**WA:** \_\_\_\_\_, you have been elected to serve as Worthy Advisor of this Assembly. Do you accept this office?

**Officer:** Thank you, Worthy Advisor, I do – and I would like to thank the members of the assembly for their continued support (or some similar gracious comment).

*(Proceed with same wording as above for **Worthy Associate Advisor, Charity and Hope** to be elected by acclamation)*

**WA:** **Faith** must be elected by a written ballot. Sister Drill Leader, please distribute ballots to those who are eligible to vote in elections. Once the ballots have been distributed, Mrs. (Mother Advisor) will share with us who is eligible to run for the office of Faith. Then, we will vote by written ballot.

Please keep in mind that:

- votes should be cast using the girl’s real name (not nick names); all votes will be read aloud;
- a blank vote is not considered a vote, therefore majority will be reduced by one; and
- illegal votes (votes for girls not eligible to run for this office) will be removed from consideration and will reduce the number needed for majority.

Are there any questions before we continue?

Has anyone who is eligible to vote not received a ballot?

Mother Advisor, we would be pleased to hear from you at this time.

**MA:** Thank you, Worthy Advisor. The eligibility criteria for the office of Faith are included in the Assembly’s by-laws. The Advisory Board reviewed these criteria and determined that \_\_\_\_\_ is/ and \_\_\_\_\_ are eligible to run for Faith.

**ELECTION OF OFFICERS - Script - continued**

**MA:** The candidate/s and her parents have confirmed she is interested in running for this office.

**WA:** Thank you, Mrs. \_\_\_\_\_.

Are there any questions before we begin voting?

*(Once there are no questions remaining, continue.)*

There being no further questions, voters are asked to cast their vote on their ballot. There should be no discussion while the votes are being cast and collected.

*(After all have voted, the WA continues.)*

**WA:** Have all voted?

**WA:** Sister Drill Leader, please collect the ballots and deliver them to one of the tellers.

*(The teller and her adult will count the ballots collected, to confirm all ballots have been cast. Then, the teller and her adult will (silently) review each ballot to determine if any illegal ballots have been cast.)*

**WA:** There were \_\_\_\_\_ members eligible to vote; have all ballots been received?

**Teller:** \_\_\_\_\_ ballots have been received. \_\_\_\_\_ ballots are blank and \_\_\_\_\_ ballots are in ineligible; therefore, a total of \_\_\_\_\_ eligible ballots have been received, and majority is \_\_\_\_\_ *(one half of the eligible ballots plus one).*

**WA:** Please call the votes.

*(The Teller (girl) reads each ballot aloud; the other Teller repeats the name given and records the ballots on a sheet of paper by making a hash mark next to the candidate's name. The Teller does NOT report the number of votes as they are recorded. After all eligible ballots have been read; the Teller with the tally sheet approaches the WA and hands the tally sheet to the WA and the MA.)*

**Election Tellers' Report (Sample)**  
Number of votes cast .....  
Necessary for election (majority).....  
Susie received.....  
Mary received.....

**WA:** I am pleased to announce that \_\_\_\_\_ has received a majority vote and has been elected to serve as Faith. Do you accept this office?

*(If a majority has not been reached: A majority has not been reached. So we will repeat the voting process. Sister Drill Leader, please distribute the ballots.)*

## **ELECTION OF OFFICERS - Script - continued**

**Officer:** Thank you Worthy Advisor, I do – and I would like to thank the members of the assembly for their continued support (or some similar gracious comment).

*(Treasurer and Recorder are elected in January and serve for a term of one calendar year.)*

**WA:** We will now hold elections for the offices of **Treasurer** and **Recorder**. The Treasurer and Recorder each serve for one calendar year and may not serve in another elected office during that time. The Treasurer and the Recorder will be elected by separate written ballots.

**WA:** We will begin with Treasurer. The Chair will entertain nominations for the office of Treasurer.

*(After nominations have been made, continue by asking each girl if she is willing to run for Treasurer. Once the candidates have confirmed their interest in running for election, continue.)*

**WA:** Are there any questions before we begin voting?

*(Once there are no questions remaining, continue.)*

There being no further questions, voters are asked to cast their vote on their ballot. There should be no discussion while the votes are being cast and collected.

*(After all have voted, the WA continues.)*

**WA:** Have all voted?

**WA:** Sister Drill Leader, please collect the ballots and deliver them to the tellers.

*(Ideally, the Drill Leader will deliver the ballots to the other Teller. The teller and her adult will count the ballots collected, to confirm all ballots have been cast. Then, the teller and her adult will (silently) review each ballot to determine if any illegal ballots have been cast.)*

**WA:** There were \_\_\_\_\_ members eligible to vote; have all ballots been received?

**Teller:** \_\_\_\_\_ ballots have been received. \_\_\_\_\_ ballots are blank and \_\_\_\_\_ ballots are in ineligible; therefore, a total of \_\_\_\_\_ eligible ballots have been received, and majority is \_\_\_\_\_ *(one half of the eligible ballots plus one)*.

**WA:** Please call the votes.

*(The Teller (girl) reads each ballot aloud; the other Teller records the ballots on a sheet of paper by making hash marks next to the candidate's name. The Teller recording the votes does not speak. After all eligible ballots have been read, the Teller with the tally sheet hands the tally sheet to the WA and the MA.)*

**WA:** I am pleased to announce that \_\_\_\_\_ has received a majority vote and has been Treasurer. Do you accept this office?

## **ELECTION OF OFFICERS - Script - continued**

*(If a majority has not been reached: A majority has not been reached. So we will repeat the voting process. Sister Drill Leader, please distribute the ballots.)*

**Officer:** Thank you Worthy Advisor, I do – and I would like to thank the members of the assembly for their continued support (or some similar gracious comment).

*(Proceed with the election of **Recorder** with same wording as Treasurer)*

**WA:** The Chair will entertain a motion to destroy the ballots?

**Member:** Worthy Advisor, I move that the ballots be destroyed.

**Second Member:** Worthy Advisor, I second that motion.

**WA:** It has been moved and seconded that we destroy the ballots. All in favor, signify by raising your right hand *(pause)* All opposed, raise your right hand. *(pause)*  
Motion carried.

**WA:** Tellers and adults, thank you for your help. After you return the ballots to the Mother Advisor to be destroyed, please return to your seats.