



**International MOMS Club®**  
**Fact Sheet**

## **A TIMELINE FOR CHAPTER ELECTIONS**

***Below is a basic timeline for holding elections in your chapter. For more information, be sure to read the Executive Board and Bylaws sections of your Chapter Manual.***

***February:*** Talk to your members about elections. Many of your members are new to the MOMS Club and may not be aware that we hold elections. Mention it in your newsletters, talk it up at your meetings, and make sure all members know what position is responsible for which duties.

***March:*** A call for members to be on the Nominating Committee is made. The purpose of the Nominating Committee is to find all members who are interested in being an officer. The Nominating Committee consists of five members, including a Chairperson. All members of the Committee and the Chairperson are appointed by the current President with the approval of the Executive Board. Current officers may be on the Nominating Committee, but an effort should be made to include a wide variety of members, if possible.

***April:*** The Nominating Committee is introduced at your business meeting and in your newsletter. At this time a call for members who wish to run for election to any office is announced. The only officers who are elected are the President, Administrative Vice President, Membership Vice President, Secretary and Treasurer. All members should be approached to see if they would like to run for office. It is not the job of the Nominating Committee to discourage people from running for an office, but they do not have to nominate someone they do not feel is qualified. They should seek out and suggest running to any member they feel would do a good job as an officer.

***May:*** The Nominating Committee presents a slate of potential officers to the membership at the business meeting. This slate shall include at least one person for each office. Nominations from the floor can also be made and seconded at the meeting. No nominations may be accepted after the close of this meeting. Only the people nominated at the May meeting may be included on the ballot and elected to a position.

***June:*** The Nominating Committee conducts the election by secret ballot at your June business meeting. The candidate receiving a majority of the votes for each office is elected. No proxy votes are allowed. If there is only one candidate per office, then the entire slate of officers may be accepted by a show of hands. Members of the Nominating Committee who are also candidates may not assist in counting votes. Current Presidents only vote in the case of a tie. To keep the President's vote private, the President can vote with the rest of the members, but with a ballot that is either a different shape, size, color or marked on the outside with her name. Her ballot is collected with the rest, but not counted unless needed.

*[NOTE: If your local schools are out in May and members will be on vacation in June, you may move your election procedure up one month, if approved by your Regional Coordinator. For more information on this, contact your Regional Coordinator.]*