

This procedure is based on excerpts from Roberts Rules of Order, Chapter 12 - Nominations and Elections. The document has been left in track changing mode for Commissioners to suggest changes if necessary.

Our bylaws should clearly state the procedure for nominating and electing officers of the Commission. Since it is not currently stated in our bylaws, a motion followed by a majority vote should be made at the August meeting for the following (the motion can be for one-time or permanent inclusion of the language into our bylaws under Article V):

Stamford Parks and Recreation Commission Bylaws and Rules of Procedure

Article V – Election of Officers

Section 1

The officers of the Commission shall consist of a Chairperson and a Vice Chairperson.

Section 2

The officers shall be elected by a majority vote of the members of the Commission at the fourth (4th) regular meeting of the Commission following the appointment by the Mayor, approval of the full Board of Representatives, and swearing into office by the Town & City Clerk of a new Commission member. All members must be present before election of officers can take place. In the event of a resignation or non-renewing and expiry of a current officer's term, an interim officer(s) shall serve in their capacity until the 4-month on-boarding period for the new member(s) occurs and a proper officer election vote can be taken.

Section 3

Nominations shall be from the floor.

- As soon as the presiding officer opens nominations from the floor, any member can bring forth a nomination.
- A member should know beforehand if the person he or she wishes to nominate is both eligible and willing to serve.
- A person can nominate himself or herself.
- A nomination does not need a second.
- The presiding officer can continue presiding, even if he or she is one of the nominees for the office.
- A member can rise and decline the nomination during the nominating process.
- After each nomination, the president repeats the name to the Commission.
- The presiding officer closes nominations by unanimous consent when no further nominations come forward from the members.

Section 4

The election shall take place by voice vote.

- When more than one person has been nominated, the presiding officer takes the vote on the candidates in the order in which they were nominated.
- Members must remember to vote yes for the candidate that they want and vote no for the other candidates.
- The first candidate to receive a majority vote wins.