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Subject: Conducting nominations and voting outside of chapter meetings
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Suggested Procedures for Nominations and Elections When you can't have Chapter Meetings

These are historic times and your Regional Advocates are working on initiatives and ideas on how to navigate important chapter events during this time when we cannot meet in person.

During this time of year, many chapters are navigating their slate of officers and voting on this slate without meetings. First, always consult your bylaws for the process, presenting and accepting nominations, and voting. Follow your bylaws or consult Roberts Rules of Order on changes due to a different method of communication.

When No meetings are scheduled:

Chapters can either handle nominations via: email, teleconference, calling tree or mail (not recommended). The Nominating Committee needs to present the slate and:

- Seek [Board of Directors approval of the slate](#)
- Provide [the membership](#) the opportunity to review the slate and make nominations "from the floor"
- [Ask the membership to vote](#)
- [Announce election results](#)

Sample emails are linked to each item above for your convenience. Please feel free to copy, paste or edit them for your chapter needs. Also, they could work as a script for a teleconference call.

Should the Nominating Committee receive a “nomination from the floor”, the individual must consent to the nomination. The voting process as outlined in your bylaws should be followed and conducted as you would at a meeting. If there is a nomination from the floor, the Nominating Committee will add it to the slate prior to membership voting.

If you have a conference call, you will still need to provide the membership with the slate via email prior to the call.

NOTE: If you do not have nominees from the floor and only one individual per position. The entire slate can be voted on with one motion.

Options other than email to nominate and elect your officers

Teleconference

[Freeconferencecall.com](#) and [Zoom](#) are good options for holding calls that would have over five and up to 100+ on the call. For groups over 50, Zoom might be a better option than Freeconferencecall.com. In either case, given the rise in the usage of teleconferencing during the pandemic, the call should be kept short (under 40 minutes for Zoom to be free) and don't expect the best of sound

quality. There may be some members who are unable to connect. Also, many are getting busy signals when calling these providers. We have found you just call back again, sometimes multiple times. It is also recommended the calls be scheduled at any other time than on the hour or half hour.

Calling Tree

For small chapters under 30 members, you could have the members of the nominating committee form a calling tree to contact all members and garner each member's approval for 1) the slate and later in a 2nd call 2) the election of the slate. You could use the sample email examples provided as a script for those making these calls.

Snail Mail

This is not a preferred method as it involves issues associated with people touching the mail and it costs money unlike the other methods. However, it might be the only option for some chapters. This method would not be beneficial to chapters with over 30 members as it is costly (printing multiple letters, envelopes, postage for four mailings would be over \$4 per member) and tedious.

As your nominating committee navigates this issues, feel free to contact your [Regional Advocate](#) for advice.

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