**ALPHA ETA CHAPTER, INCORPORATED**

 **CHI ETA PHI SORORITY, INCORPORATED®**

**NOMINATIONS and ELECTIONS**

**PURPOSE:**

To provide guidelines for the Nomination Committee to prepare an annual slate for elections.

**POLICY STATEMENT:**

The election process is the prevue of the elected nominations committee and is carried out according to the bylaws and the newly revised current addition of Robert’s Rule.

**PROCEDURE:**

1. During the current election period, the elected Nominations Committee will poll the membership for nominations for the designated positions to be elected or appointed.
2. An informational packet will be given to each candidate include the qualifications for officers to be elected which includes the application, biographical form, and the consent to serve with a deadline date to submit.
3. The Nomination Committee chair will prepare a slate for the election after nominations are obtained from the committee members.
4. The committee will obtain any nominations from the floor.
5. The committee will conduct the election, tabulate the votes and the election results prior to the end of the meeting.
6. The chair will obtain a motion to destroy the ballots as designated by the membership.
7. Newly elected officers will be sworn in and take over their duties at the close of the meeting.
8. Past officers are to provide orientation and turn over all properties within thirty (30) days of the meeting.