

Nomination and Election of Officers

Slating of Candidates

Nomination and election of officers is a most important function, and much thought and consideration should be given to candidates for office. The slate of nominees is selected by the Nominating Committee. The committee may secure advice from any source it desires, but the slate is determined by the committee.

Time of Elections

Since ARMA International's fiscal year is from July 1 to June 30, most chapters hold their elections during May so the new officers can be installed at the June meeting and so that HQ can be notified.

Step-by-Step

The following is a step-by-step procedure for the nominating and election process.

Step	Action
1	The Nominating Committee determines candidates for all the officer positions such as President, Vice-President or President Elect, Treasurer, Secretary, and any positions on the Board of Directors that may be vacant.
2	The Committee advises the Secretary of the nominees no later than April 1, and if possible, announces the nominees at the next chapter meeting.
3	The Secretary prepares a ballot of nominees and mails it to each member of the chapter in good standing
4	Ballots are to be returned to the Teller.
5	The Teller counts the votes.
6	The Teller prepares a written report of the tally of votes. This report advising who will be the next year's officers is addressed to the Chapter President.
7	The results of the election are announced by the Chapter President at the next chapter meeting.
8	Information on new officers is transmitted to ARMA International for updating the Web site and printed materials for the fiscal year.

Installation of Officers

Ceremony

The Installation of officers should be short and dignified. The new officers should be officially installed at a meeting before the entire chapter membership. The chapter may choose to invite the Region Manager or another official from the Association to perform the ceremony.

Swearing In Text

The new officers should be asked to raise their right hand and indicate acceptance of the duties and responsibilities of their office by saying, “*I will*” after the following statement:

“Do you as an elected officer of the _____ Chapter of ARMA swear to uphold the bylaws of the Association, perform the duties of your office as prescribed, and act in accordance with ARMA International’s Code of Professional Responsibility?”
