

## **PROCEDURE FOR ELECTING THE CHAIR OF THE NAMING COMMITTEE**

1. The City Librarian\* will call for nominations.
2. Nominations must be moved and seconded. Movers and seconders must be present at the meeting.
3. The City Librarian will ask each nominee if he/she is prepared to stand for election. The name of anyone not prepared to stand for election is dropped. A person who is not present at the meeting may be nominated, but must provide written consent to the Secretary in advance of the meeting.
4. The City Librarian will ask if there are any further nominations.
5. If there are none, the City Librarian will ask for a motion “that nominations be closed.” This motion must be moved, seconded and carried by a show of hands.

### **Acclamation**

6. If there is only one nomination, the City Librarian will declare that person duly elected by acclamation.

### **Voting**

7. If there are two or more nominations, the City Librarian, will conduct the vote and voting will be by a show of hands. Each member may vote for only one person (who may be him or herself). The City Librarian will announce the number of votes cast for each candidate, in alphabetical order.

If there are two nominations, The City Librarian will declare the person with the highest number of votes elected. If the result is a tie, the City Librarian will reopen nominations and call for another vote. If there is still a tie, City Librarian will supervise the drawing of lots to decide who is elected.

8. If there are three or more nominations, the person with the lowest number of votes after the first ballot will be dropped from voting, and balloting will be repeated until a winner is declared.

\*or designate