

**PROCEDURE FOR ELECTING THE CHAIR OF THE CITY LIBRARIAN'S
PERFORMANCE REVIEW COMMITTEE**

1. Dan Keon, Designated Secretary of the Board will call for nominations.
2. Nominations must be moved. Movers must be present at the meeting.
3. D. Keon 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. D. Keon will ask if there are any further nominations. If there are none, D. Keon will ask for the following motion:

Motion:

That the City Librarian's Performance Review Committee:

1. closes the nominations for the election of Chair of the City Librarian's Performance Review Committee.

This motion must be moved and carried by a show of hands.

Acclamation

5. If there is only one nomination, D. Keon will declare that person duly elected by acclamation.

Voting

6. If there are two or more nominations, D. Keon 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). D. Keon will announce the number of votes cast for each candidate, in alphabetical order.

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

7. 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.