City of Bellevue

MEMORANDUM

DATE: June 4, 2012

TO: Parks & Community Services Boardmembers

FROM: Terry Smith, Assistant Director/Parks & Community Services

SUBJECT: Election of Chair and Vice-Chair

City of Bellevue Ordinance No. 4621 regarding membership, appointment, and terms for the Parks & Community Services Board states:

> *Annually, the Board shall elect a chairperson, a vice-chairperson, and such other officers as the Board deems necessary.* (Section 3.62.020.C)

Because of this ordinance, you are being asked to elect a Chair and Vice-Chair at your June 12th Parks & Community Services Board meeting. The current Chair and Vice-Chair will remain in office through the end of the June 12th meeting.

You are free to nominate and elect these officers at your discretion. Please see the following page for a more detailed explanation of the nominating/voting process.

Board Election Process

(Summarized from *Robert's Rules of Order*)

Nominations for Chair

- Chair calls for nominations by saying, "Nominations are now in order for the office of Parks & Community Services Board Chairperson."
- Any Boardmember can nominate another Boardmember.
- A "second" to the nomination may occur but is not required.
- The nominated Boardmember may decline or accept the nomination.
- Nominations continue until all Boardmembers who wish to nominate have done so.
- Chair closes nominations by asking, "Are there any further nominations for Parks & Community Services Board Chairperson?" (pause) "If not, nominations are closed."

Voting

- Chair explains the method of voting – by hands, or by aye/nay.
- Candidates are voted on in order of nomination.
- Chair begins the voting process by saying, "Those in favor of _____ for Board Chair, say aye." (or "raise your hand.") "Those opposed, say nay." (or "raise your hand.")
- If the majority votes for the initial candidate, the Chair declares that person elected. If the majority votes no, the Chair declares that candidate not elected and moves on to the next nominee.

Repeat the process for Vice-Chairperson.