

Guideline Script for Election Process for the Local Task Forces

Chairperson / Vice-chairperson –

Chairperson:

“Good evening. The Last item on our agenda for the night is the election process of the Chairperson and Vice-chairperson for Local Task Force # _____. Each year, per the guidelines of the Right to Education State Task Force Handbook, each local task force across the commonwealth have to hold elections for these two positions on or before June 30th. “

“Before we start the process, I wish to read to you the following guidelines, rules and requirements, of the election process for the local task Forces. This will help us all understand the election process prior to getting started “ (read the Election Process Sheet).

Nominations for the Chairperson

Chairperson:

“Okay, I wish to open nominations to the floor. Can I have nominations for the Local Task Force # ____ Chairperson position?”

(It may be a good idea to have a large tablet or whiteboard to write the nominated candidates’ name down.)

Chairperson:

“Do I have another nomination from the floor for the nomination of the Local Task Force # ____ Chairperson position?”

(Continue this until there are no more nominations being offered)

Chairperson:

Once the nominations are complete for the Chairperson position the chairperson may say,

“May I have a motion to close the nominations for the Local Task Force # ____ Chairperson position?”

Once you have a motion, the chairperson may say:

Chairperson:

“A motion to close the nomination for the Local Task Force # ____ Chairperson was made by _____, do I have second to close the nominations for Chairperson”

Once there is a second, the Chairperson may say:

Chairperson:

"Thank-you, (person's name) for providing a second to close the nominations for the Local Task Force # __ Chairperson position."

"I will be passing out a piece of paper for you to write down your choice of the Chairperson position. Once every one of our voting members who wish to vote, have submitted their choice of the nominee, we will tally the votes."

At this time, you may wish to do the tally votes for the Chairperson position through a silent ballot process. Have the voting member write their choice of the Chairperson Position on a piece of paper, folding it before handing it in. Provide the small slips of paper for all the members to use, provide a pen or pencil if the members do not have any writing utensil. Once they have written their choice, (one choice) have a neutral individual collect the papers and tally the votes. Have the neutral individual share this with you. Announce the New -Chairperson for the Local Task Force # ___ and congratulate the individual to their new position.

(After the meeting, log the tally sheet results in case anyone ever wants to see proof of the election results).

Nominations for the Vice-chairperson

Chairperson:

"Okay, I wish to open nominations to the floor for the Vice-chairperson position.. Can I have nominations for the Local Task Force # ___ Vice-chairperson position?"

(It may be a good idea to have a large tablet or whiteboard to write the nominated candidates name down.)

Chairperson:

"Do I have another nomination from the floor for the nomination of the Local Task Force # ___ Vice-chairperson position?"

(Continue this until there are no more nominations being offered)

Once the nominations are complete for the Vice-chairperson position the chairperson may say:

Chairperson:

"May I have a motion to close the nominations for the Local Task Force # ___ Vice-chairperson position?"

Once you have a motion, the chairperson may say:

Chairperson:

"A motion to close the nomination for the Local Task Force # ___ Vice-chairperson was made by _____, do I have second to close the nominations for Vice-chairperson"

Once there is a second, the Chairperson may say:

Chairperson:

"Thank-you, (person's name) for providing a second to close the nominations for the Local Task Force # ___ Vice-chairperson position."

"Again, I will be passing out a piece of paper for you to write down your choice of the Vice-chairperson position. Once every one of our voting members who wish to vote, have submitted their choice of the nominee, we will tally the votes."

At this time, you may wish to do the tally votes for the Vice-chairperson position through a silent ballot process. Have the voting member write their choice of the Vice-chairperson Position on a piece of paper, folding it before handing it in. Provide the small slips of paper for all the members to use, provide a pen or pencil if the members do not have any writing utensil. Once they have written their choice, (one choice) have a neutral individual collect the papers and tally the votes. Have the neutral individual share this with you. Announce the New Vice-chairperson for the Local Task Force # ___ and congratulate the individual to their new position. (After the meeting, log the tally sheet results in case anyone ever wants to see proof of the election results).

Chairperson:

"To recap our elections results. Our new Chairperson for Local Task Force # ___ is _____. Our new Vice-chairperson for Local Task Force # ___ is _____. I thank all who have participated in the election process and look forward to working with the new officers in their transition. Could I have a motion to close the election process? Motion made by _____, could I have a second? Second made by _____."

**Please post the results to the STF with their contact information in order for the STF to log their
information into the data banks.**

Local Task Force # _____

Name of the New Chairperson: _____

Email of the New Chairperson: _____

Telephone # of New Chairperson: _____

Address: (optional) _____

Name of the New Vice-Chairperson: _____

Email of the New Vice-Chairperson: _____

Telephone # of New Vice-Chairperson: _____

Address: (optional) _____