

Script for District Convention – Electing District Committee Members

This script had its beginnings in the idea that we need to practice self-government where we are. Our desire to see others uphold our founding principles begins with us and how we conduct our own deliberations. We can do it efficiently, in a way that controls others or we can do it in a way that secures the unalienable, Creator-endowed rights of all to Life, Liberty, and the pursuit of Happiness. The latter is what the procedures in this script are designed to do. If you think about it, you may find you can recognize where the protection of these rights is governing the procedures.

Items in **bold red** are what chair says, **bold blue** for others. [Bracketed words] are instructions. Indented **bold** tells chair what to do **If....**]

1) CALL TO ORDER

TEMPORARY CHAIR [strike gavel]: **“The district #___ convention is called to order.”**

2) INVOCATION

TEMPORARY CHAIR: **“_____, please open the convention with prayer.”**

3) PLEDGE OF ALLEGIANCE

TEMPORARY CHAIR: **“_____, please lead us in reciting the Pledge of Allegiance.”**

4) APPOINT TEMPORARY CONVENTION OFFICERS & COMMITTEES

TEMPORARY CHAIR: **“The chair appoints the temporary convention officers. Please rise when your name is called.”**

- “_____, _____ as Secretary.”**
- “_____, _____ as Parliamentarian.”**
- “_____, _____ as Sergeant at Arms.”**
- “_____, _____, _____ and _____ as Tellers.”**
- “_____, _____ as Chair of the Credentials Committee and _____, _____, _____, _____ and _____.”** [for smaller conventions, 3-4 committee members]
- “_____, _____ as Chair of the Committee on Permanent Organization [Standing Rules Committee] and _____ and _____ as members .”**
- “_____, _____ as Chair of the Program Committee [Agenda] and _____ and _____ as members .”**

TEMPORARY CHAIR: **“Be seated.”**

5) CREDENTIALS COMMITTEE REPORT

[*Robert's Rules of Order, Newly Revised (RONR) 59:10 and 11* Approval of the following reports needs to come before any business is conducted in order to form the convention into a single voting body - Credentials Committee Report, Standing Rules Committee Report, and Program Committee Report. Preliminary ceremonies are not regarded as business.] [RONR 59:11, 23, 24 Credentials Committee Report. Committee chair submits official roll of voting delegates who have registered and the number of convention delegates entitled to vote; quorum is majority of the number of voting delegates who have registered; majority present and voting approves report as presented or as amended unless convention rules state otherwise.]

TEMPORARY CHAIR: **“_____, the Chair of the Credentials Committee, will present the committee report.”**

CREDENTIALS CHAIR [presents Credentials Report with delegate roll attached]: **“Attached is the list of the names of the #___ total voting delegates of the convention who have been registered up until ____:___a.m./p.m., _____ (date). There are #___ state delegates registered at the convention. There are #___ delegates at-large registered at the convention. Mr./Madam Chairman, by direction of the Credentials Committee, I move that the roll of delegates here submitted be the official roll of the voting members of the convention. _____, Chair”**

TEMPORARY CHAIR: **“It is moved and seconded by the Credentials Committee that the roll of delegates here submitted be the official roll of the voting members of the convention. Is there any discussion?”** [Recognize delegates by nodding in their direction or saying their name. Recognize motion-bringer first if they rise to speak. In order to keep the discussion balanced between pro and con, ask those who will be speaking to say whether they support or oppose the motion. Delegates wishing to speak should stand in place, address the chair and wait to be recognized.] [RONR 3:33]

A TEMPORARY CHAIR: **“Is there any further discussion of the Credentials Committee Report as (presented or amended)?”**

TEMPORARY CHAIR [when no more rise to speak or a motion for the Previous Question passes by 2/3 standing vote]: **"The question is on the motion that the roll of delegates here submitted be the official roll of the voting members of the convention as (presented or amended). This motion requires a majority vote to pass."**

TEMPORARY CHAIR: **"All those in favor say 'AYE'."** DELEGATES IN FAVOR: **"AYE."**

TEMPORARY CHAIR: **"Those opposed say 'NO'."** DELEGATES WHO OPPOSE: **"NO."**

TEMPORARY CHAIR [with a clear majority vote]: **"The 'AYES' have it and the motion is approved."** [Go to the next item on the agenda.]

[RONR 45:14 If a member thinks the majority voice vote was not clear, the member can call "Division" and the chair must conduct a standing vote. If a member thinks the standing vote was not clear, the member can move that a standing counted vote be taken - this requires a second, no discussion, and a majority vote. If the chair is in doubt after the standing vote, he can call for a standing counted vote.]

B If there is a motion to Amend Report during discussion

DELEGATE [rise]: **"Mr./Madam Chairman."** [wait to be recognized by chair] **"I move to amend the Credentials Report (by adding _____ OR by striking _____ OR by striking _____ and adding _____)."**

TEMPORARY CHAIR: **"Is there a second?"**

DELEGATE #2: **"Second!"**

TEMPORARY CHAIR: **"It is moved and seconded to amend the Credentials Report (by adding _____ OR by striking _____ OR by striking _____ and adding _____). Is there any discussion?"**

TEMPORARY CHAIR: **"Is there any further discussion?"**

TEMPORARY CHAIR [when no more rise to speak or a motion for the Previous Question passes by 2/3 standing vote]: **"The question is on the motion to amend the Credentials Report (by adding _____ OR by striking _____ OR by striking _____ and adding _____). This amendment requires a majority vote to pass."**

TEMPORARY CHAIR: **"All those in favor say 'AYE'."** DELEGATES IN FAVOR: **"AYE."**

TEMPORARY CHAIR: **"Those opposed say 'NO'."** DELEGATES WHO OPPOSE: **"NO."**

TEMPORARY CHAIR [with a clear majority vote]: **"The 'AYES' have it and the amendment is approved." OR "The 'NOES' have it and the motion is lost."**

TEMPORARY CHAIR: [Go to **A** above.]

6) COMMITTEE ON ORGANIZATION REPORT (STANDING RULES)

[RONR 59:29 "Until the proposed standing rules are adopted, the convention is governed by the rules in the organization's parliamentary authority, such as those concerning the seating of delegates and alternates (see 58:16-17 and 59:2) and assignment of the floor (see especially 42:16)."] [RONR 59: 30, 31, 32, 35, 47 Standing Rules Committee Report. Report includes standing rules and rules of procedure; reading of rules omitted if they have been distributed to delegates at registration and if they are substantially the same as last few conventions; if rules are not read, any delegate has the right to ask them to be read after chair presents the question on the adoption of the Standing Rules Report; by delegate request, individual rules may be set aside or pulled out to be considered separately after the rest of the package is approved; 2/3 adopts as presented or as amended. Additional rules may be moved after adoption of package, also requiring 2/3 vote to be adopted.]

TEMPORARY CHAIR: **"Next, the Chair of the Committee on Organization, _____, will present the Standing Rules Report."**

C COMMITTEE ON ORGANIZATION CHAIR [presents Standing Rules Report or omits reading Rules if they have been given to delegates at registration and are essentially the same as the past few conventions]: **"Mr./Madam Chairman, by direction of the Committee on Organization, I move the adoption of the Standing Rules of the Convention as printed [or as just read]."** [RONR 59:30]

TEMPORARY CHAIR: **"It is moved and seconded by the Committee on Organization to adopt the Standing Rules of the Convention as printed [or as just read]. Is there any discussion?"**

D TEMPORARY CHAIR: "Is there any further discussion of the Standing Rules of the Convention as (presented or amended)?"

To set aside or pull out a rule during discussion

DELEGATE [rise]: "Mr./Madam Chairman." [wait to be recognized by chair] "I request that Rule #___ be set aside until the rest of the Standing Rules are approved." OR "I request that Rule #___ be pulled out and considered separately."
[RONR 59:32]

TEMPORARY CHAIR: "Rule #___ is set aside."

TEMPORARY CHAIR [when no more rise to speak or a motion for the Previous Question passes by 2/3 standing vote]: "We will vote on the motion to adopt the Standing Rules of the Convention as (presented or amended). This motion requires a 2/3 standing vote to pass." [If rules have not been read previously, any delegate has the right to ask that the rules be read before voting on them. (RONR 59:33)]

TEMPORARY CHAIR: "All those in favor please rise." [Delegates in favor rise.] "Be seated."

TEMPORARY CHAIR: "Those opposed, please rise." [Delegates who oppose rise.] "Be seated."

TEMPORARY CHAIR [with a clear 2/3 vote]: "There are at least 2/3 in favor and the Standing Rules are adopted as (presented or amended)." [If a rule has been set aside, see instructions below; otherwise, go to the next item on the agenda.] OR "There are not at least 2/3 in favor and the motion is lost. Is there another motion for Standing Rules?" [Go back to **C** and substitute: "Does a delegate have different standing rules to propose?" Any rules proposed by a delegate require a second.]

E If there is a motion to Amend the Standing Rules during discussion

DELEGATE [rise]: "Mr./Madam Chairman." [wait to be recognized by chair] "I move to amend the Standing Rules Report (by adding _____ OR by striking _____ OR by striking _____ and adding _____)." [Rule wording may be amended, but entire rules may not be added or struck out of a package.]

TEMPORARY CHAIR: "Is there a second?"

DELEGATE #2: "Second!"

TEMPORARY CHAIR: "It is moved and seconded to amend the Standing Rules (by adding _____ OR by striking _____ OR by striking _____ and adding _____). Is there any discussion?"

TEMPORARY CHAIR: "Is there any further discussion?"

TEMPORARY CHAIR [when no more rise to speak or a motion for the Previous Question passes by 2/3 standing vote]: "The question is on the motion to amend the Standing Rules (by adding _____ OR by striking _____ OR by striking _____ and adding _____). This amendment requires a majority vote to pass."

TEMPORARY CHAIR: "All those in favor say 'AYE'." DELEGATES IN FAVOR: "AYE."

TEMPORARY CHAIR: "Those opposed say 'NO'." DELEGATES WHO OPPOSE: "NO."

TEMPORARY CHAIR [with a clear majority vote]: "The 'AYES' have it and the amendment is approved." OR "The 'NOES' have it and the motion is lost."

TEMPORARY CHAIR: [Go to **D** above.]

To consider a rule set aside or pulled out during discussion of the Standing Rules

[RONR 59:32 "...by the demand of a voting member of the convention, a separate vote can be required on any individual rule..."] [RONR 29:10 "Such a demand...can be made even when another has the floor, as in, 'Mr. President, I call for a separate vote on Resolution No. 3.' This demand must be asserted before the question on adopting the series has actually been put to vote."]

TEMPORARY CHAIR: "Rule #___ was set aside. It reads: _____. Is there any discussion?"

F TEMPORARY CHAIR: "Is there any further discussion of Rule # ___ as (presented or amended)?"

TEMPORARY CHAIR [when no more rise to speak or a motion for the Previous Question passes by 2/3 standing vote]: "We will vote on Rule # ___ as (presented or amended). Rule # ___ reads _____. This motion requires a 2/3 standing vote to pass." [If rule has not been read previously, any delegate has the right to ask that the rules be read before voting on it. (RONR 59:33)]

TEMPORARY CHAIR: "All those in favor please rise." [Delegates in favor rise.] "Be seated."

TEMPORARY CHAIR: "Those opposed, please rise." [Delegates who oppose rise.] "Be seated."

TEMPORARY CHAIR [with a clear 2/3 vote]: "There are at least 2/3 in favor and Rule # ___ as (presented or amended) is adopted. Rule # ___ is included with our Standing Rules of the convention." OR "The motion to adopt Rule # ___ as (presented or amended) is lost."

TEMPORARY CHAIR: [Go back and consider any other rules set aside or, if none, go on to the next item on the agenda.]

To Amend a rule set aside or pulled out

DELEGATE [rise]: "Mr./Madam Chairman." [wait to be recognized by chair] "I move to amend Rule # ___ (by adding _____ OR by striking _____ OR by striking _____ and adding _____)."

TEMPORARY CHAIR: "Is there a second?"

DELEGATE #2: "Second!"

TEMPORARY CHAIR: "It is moved and seconded to amend Rule # ___ (by adding _____ OR by striking _____ OR by striking _____ and adding _____). Is there any discussion of the amendment?"

TEMPORARY CHAIR: "Is there any further discussion?"

TEMPORARY CHAIR [when no more rise to speak or a motion for the Previous Question passes by 2/3 standing vote]: "The question is on the motion to amend Rule # ___ (by adding _____ OR by striking _____ OR by striking _____ and adding _____). This amendment requires a majority vote to pass."

TEMPORARY CHAIR: "All those in favor say 'AYE'." DELEGATES IN FAVOR: "AYE."

TEMPORARY CHAIR: "Those opposed say 'NO'." DELEGATES WHO OPPOSE: "NO."

TEMPORARY CHAIR [with a clear majority vote]: "The 'AYES' have it and the amendment is approved." OR "The 'NOES' have it and the motion is lost."

TEMPORARY CHAIR: [Go back to **F**.]

If there is a motion to add a rule to the Report after the Report is adopted

[Use the procedure between **C** and **E** above for handling Standing Rules Report adoption, except substitute the wording for the single rule that is being proposed.]

7) PROGRAM COMMITTEE REPORT (AGENDA)

[RONR 3:19, 41:60 and 61, 59:55 4) and 8), 59:57 Program Committee Report. Presents agenda; omit reading agenda aloud if agenda has been distributed to delegates at registration; majority approves as presented or as amended.] [RONR 59:48 "When the program is adopted by the voting body, with or without amendment, it becomes the order of business of the entire convention session."] [RONR 59:54 "Some organizations divide the printed program into two parts,... The second part, listing the items or classes of business set for each meeting, is then known as the agenda."]

TEMPORARY CHAIR: "Next, the Chair of the Program Committee, _____, will present the Agenda."

PROGRAM COMMITTEE CHAIR [presents Agenda]: "Mr./Madam Chairman, a printed copy of the Agenda as proposed by the Program Committee is in the hands of each registrant for the convention. By direction of the Program Committee, I move the adoption of the Agenda for this convention as printed." [RONR 59:57]

TEMPORARY CHAIR: **"It is moved and seconded by the Program Committee to adopt the Agenda as printed. Is there any discussion?"**

G TEMPORARY CHAIR: **"Is there any further discussion of the agenda as (printed or amended)?"**

TEMPORARY CHAIR [when no more rise to speak or a motion for the Previous Question passes by 2/3 standing vote]: **"We will vote on the motion to adopt the Agenda as (printed or amended). This motion requires a majority vote to pass."**

TEMPORARY CHAIR: **"All those in favor say 'AYE'."** DELEGATES IN FAVOR: **"AYE."**

TEMPORARY CHAIR: **"Those opposed say 'NO'."** DELEGATES WHO OPPOSE: **"NO."**

TEMPORARY CHAIR [with a clear majority vote]: **"The 'AYES' have it and the Agenda is adopted as (printed or amended)."** [Go to the next item on the agenda.] **OR** **"The 'NOES' have it and the motion is lost. Is there another proposal for an Agenda?"** [Handle as a main motion.]

If there is a motion to Amend Agenda during discussion

DELEGATE [rise]: **"Mr./Madam Chairman."** [wait to be recognized by chair] **"I move to amend the Agenda (by adding _____ OR by striking _____ OR by striking _____ and adding _____)."**

TEMPORARY CHAIR: **"Is there a second?"**

DELEGATE #2: **"Second!"**

TEMPORARY CHAIR: **"It is moved and seconded to amend the Agenda (by adding _____ OR by striking _____ OR by striking _____ and adding _____). Is there any discussion?"**

TEMPORARY CHAIR: **"Is there any further discussion?"**

TEMPORARY CHAIR [when no more rise to speak or a motion for the Previous Question passes by 2/3 standing vote]: **"The question is on the motion to amend the Agenda (by adding _____ OR by striking _____ OR by striking _____ and adding _____). This amendment requires a majority vote to pass."**

TEMPORARY CHAIR: **"All those in favor say 'AYE'."** DELEGATES IN FAVOR: **"AYE."**

TEMPORARY CHAIR: **"Those opposed say 'NO'."** DELEGATES WHO OPPOSE: **"NO."**

TEMPORARY CHAIR [with a clear majority vote]: **"The 'AYES' have it and the motion to amend the Agenda is approved."** **OR** **"The 'NOES' have it and the motion is lost."**

TEMPORARY CHAIR: [Go to **G** above.]

8) ELECT PERMANENT CONVENTION CHAIR

[RONR 46:6 & 8, 48:11]

TEMPORARY CHAIR: **"Nominations are in order for the office of Permanent Convention Chair. Any delegate may nominate someone who is at the convention. The nominee does not have to be a delegate or alternate. The nominee may decline the nomination when the Chair reads his or her name. Are there any nominations for Permanent Convention Chair?"**

DELEGATE [Rise]: **"I nominate _____."**

TEMPORARY CHAIR: **"_____ is nominated. [Nominee may decline at this time.] Are there any further nominations?"**

TEMPORARY SECRETARY: [Records names of nominees in the order that they are nominated]

If there is only one nominee, chair declares election

TEMPORARY CHAIR [when no more rise to nominate]: **"Hearing no further nominations, _____ is elected Permanent Convention Chair."** [RONR 46:40] [Temporary chair steps down. Permanent chair steps up to podium. Go to the next item on the agenda.]

If there is more than one nominee, the convention chooses a voting method

TEMPORARY CHAIR [When no more rise to nominate or a motion to Close Nominations passes by 2/3 standing vote, declare the nominations closed and take the vote. If there are Permanent Convention Chair procedures outlined in the county party's bylaws or followed customarily and they do not violate general parliamentary procedure (take away delegate rights to make motions, nominate or vote), then use them. Otherwise, use the voting method chosen by the convention below.]: **"Hearing no further nominations, nominations are closed."** OR **"Two-thirds are in favor of closing nominations."**

TEMPORARY CHAIR: **"Before voting on the nominees, the convention needs to choose a voting method - either voice vote, ballot vote or roll call. Is there a motion to use one of these voting methods?"** [Go to **H** if there is a motion for a ballot vote; go to **J** if there is a motion for a roll call vote; go to **L** if there is a motion for a voice vote.] [RONR 46:30, t30. 96.]

H Request for ballot vote

[RONR 46:30, 31, 37, 38]

DELEGATE [Rise]: **"I move to have a ballot vote."**

TEMPORARY CHAIR: **"Is there a second?"**

DELEGATE #2: **"Second!"**

TEMPORARY CHAIR: **"It is moved and seconded to vote for Permanent Convention Chair by ballot. We will vote on this motion. It requires a majority vote to pass."**

TEMPORARY CHAIR: **"All those in favor say 'AYE'."** DELEGATES IN FAVOR: **"AYE."**

TEMPORARY CHAIR: **"Those opposed say 'NO'."** DELEGATES WHO OPPOSE: **"NO."**

TEMPORARY CHAIR [With a clear majority vote]: **"The 'AYES' have it and voting for the Permanent Convention Chair will be by ballot."** [Go to **I** below.] OR **"The 'NOES' have it and the motion is lost. Is there a motion to vote by voice or by roll call?"** [Go to **J** if there is a motion for a roll call vote; go to **L** if there is a motion for a voice vote.]

I Electing Permanent Convention Chair by ballot

TEMPORARY CHAIR: **"We will vote for the nominees by secret ballot. Will the Temporary Secretary read the list of nominees for Permanent Convention Chair in the order that they were nominated?"**

TEMPORARY SECRETARY: [reads nominee list]

TEMPORARY CHAIR: **"Tellers, would you pass out ballots?"** OR **"Delegates, would you use the ballots in your registration packets to vote?"**

TEMPORARY CHAIR: **"The polls are open. Write your choice of nominee on a ballot and give it to a Teller."**

TEMPORARY CHAIR: **"Tellers, would you collect the ballots?"** [Pause.] **"Are all the ballots collected?"** [Pause.] **"The polls are closed. Tellers, would you count the ballots?"**

TEMPORARY CHAIR: **"While the Tellers are counting ballots, if there is no objection, the convention will recess for #__ minutes."** [Pause. If there is an objection, vote on the motion to Recess.]

TEMPORARY CHAIR [After recess, strike gavel]: **"The convention will come to order. Tellers, please read the report."**

TEMPORARY TELLER [Reads report but does not declare election]: **"The Tellers' Report for the election of Permanent Convention Chair: #__ total votes were cast. #__ votes [Majority of delegates present and voting] are necessary to elect. #__ illegal votes were cast. _____ [name of first (next) nominee] received #__ votes."** [Repeat the name and votes for each nominee. Hand the report to the Chair.]

TEMPORARY CHAIR [rereads Teller's Report, then declares election]: **"The Tellers' Report for the election of Permanent Convention Chair reads: #___ total votes were cast. #___ votes are necessary to elect. #___ illegal votes were cast. _____ [name of first (next) nominee] received #___ votes."** [Repeat the name and votes for each nominee.]

"We have an election. _____ is the Permanent Convention Chair. Congratulations, _____!" [Step down from the podium and give the new chair the gavel. Go to the next item on the agenda.] OR **"No nominee has a majority. We do not have an election."** [Go back to I and retake the ballot vote until there is an election.]

J Request for roll call vote

DELEGATE [Rise]: **"I move to have a roll call vote."**

TEMPORARY CHAIR: **"Is there a second?"**

DELEGATE #2: **"Second!"**

TEMPORARY CHAIR: **"It is moved and seconded to vote for Permanent Convention Chair by roll call. We will vote on this motion. It requires a majority vote to pass."**

TEMPORARY CHAIR: **"All those in favor say 'AYE'."** DELEGATES IN FAVOR: **"AYE."**

TEMPORARY CHAIR: **"Those opposed say 'NO'."** DELEGATES WHO OPPOSE: **"NO."**

TEMPORARY CHAIR [With a clear majority vote]: **"The 'AYES' have it and voting for the Permanent Convention Chair will be by roll call."** [Go to K below.] OR **"The 'NOES' have it and the motion is lost. Is there a motion to vote by voice or by ballot?"** [Go to H if there is a motion for a ballot vote; go to L if there is a motion for a voice vote.]

K Electing Permanent Convention Chair by roll call vote

TEMPORARY CHAIR: **"Will the Temporary Secretary please read the list of nominees for Permanent Convention Chair in the order that they were nominated?"**

TEMPORARY SECRETARY: [Reads nominee list]

TEMPORARY CHAIR: **"The Secretary will also read the names of the registered delegates. When your name is read, please rise and state your choice for Permanent Convention Chair from the list of nominees. The Secretary will repeat each choice and record each vote."**

TEMPORARY SECRETARY: [Reads registered delegate's names one by one]

DELEGATE [Rise]: **" _____ "**

TEMPORARY SECRETARY: [Repeats choice, makes hash mark next to nominee's name after each vote, calls names of next delegate]

TEMPORARY CHAIR [When all registered delegates' names have been read]: **"Tellers, would you please use the Secretary's tally sheet to make a report?"**

TEMPORARY TELLER [Reads report but does not declare election]: **"The Tellers' Report for the election of Permanent Convention Chair: #___ total votes were cast. #___ votes [Majority of delegates present and voting] are necessary to elect. #___ illegal votes were cast. _____ [name of first (next) nominee] received #___ votes."** [Repeat the name and votes for each nominee. Hand the report to the Chair.]

TEMPORARY CHAIR [rereads Teller's Report, then declares election]: **"The Tellers' Report for the election of Permanent Convention Chair reads: #___ total votes were cast. #___ votes are necessary to elect. #___ illegal votes were cast. _____ [name of first (next) nominee] received #___ votes."** [Repeat the name and votes for each nominee.]

"We have an election. _____ is the Permanent Convention Chair. Congratulations, _____!" [Step down from the podium and give the new chair the gavel. Go to the next item on the agenda.] OR **"No nominee has a majority. We do not have an election."** [Go back to K and retake the roll call vote until there is an election.]

L Request for voice vote

DELEGATE [Rise]: **"I move to have a voice vote."**

TEMPORARY CHAIR: **"Is there a second?"**

DELEGATE #2: **"Second!"**

TEMPORARY CHAIR: **"It is moved and seconded to vote for Permanent Convention Chair by voice vote. We will vote on this motion. It requires a majority vote to pass."**

TEMPORARY CHAIR: **"All those in favor say 'AYE'."** DELEGATES IN FAVOR: **"AYE."**

TEMPORARY CHAIR: **"Those opposed say 'NO'."** DELEGATES WHO OPPOSE: **"NO."**

TEMPORARY CHAIR [With a clear majority vote]: **"The 'AYES' have it and the election of the Permanent Convention Chair will be by voice vote."** [Go to **M** below.] OR **"The 'NOES' have it and the motion is lost. Is there a motion to vote by roll call vote or by ballot?"** [Go to **H** if there is a motion for a ballot vote; go to **J** if there is a motion for a roll call.]

M Electing Permanent Convention Chair by voice vote

TEMPORARY CHAIR: **"Will the Temporary Secretary please read the list of nominees for Permanent Convention Chair in the order that they were nominated?"**

TEMPORARY SECRETARY: [Reads nominee list]

TEMPORARY CHAIR: **"I will reread the list of nominees. After each name the delegates will be given the opportunity to vote 'AYE' or 'NO'. Delegates will want to vote 'NO' for earlier nominees if they favor a later one, because the first nominee to receive a majority vote is elected. If the vote sounds inconclusive, a delegate may call for a Division of the House. The vote will be retaken as a standing vote. If the chair doubts the results of the standing vote, he can call for it to be retaken as a standing counted vote. If a delegate wants a standing vote to be counted, he must make a motion to take a standing counted vote. Are there any questions?"**

N TEMPORARY CHAIR: **"_____ . [Read name of nominee. Pause.] All those in favor of _____ for Permanent Convention Chair say 'AYE'."** DELEGATES IN FAVOR: **"AYE."**

TEMPORARY CHAIR: **"Those opposed say 'NO'."** DELEGATES WHO OPPOSE: **"NO."**

TEMPORARY CHAIR [With a clear majority vote]: **"The 'AYES' have it and _____ will be the Permanent Convention Chair. Congratulations, _____!"** [Step down from the podium and give the new chair the gavel. Go to the next item on the agenda.] OR **"The 'NOES' have it and _____ is not elected."** [Go back to **N** and read the next nominee's name. Continue with voice votes until one nominee receives a majority vote.]

Standing counted vote for permanent convention chair

TEMPORARY CHAIR: **"We will have a standing counted vote for _____ for Permanent Convention Chair. The Tellers will count the votes."**

TEMPORARY CHAIR: **"All those who support _____ for Permanent Convention Chair, please rise and remain standing until the Tellers have completed the count." [Pause.] "Be seated."**

TEMPORARY CHAIR: **"All those who oppose _____ for Permanent Convention Chair, please rise and remain standing until the Tellers have completed the count." [Pause.] "Be seated."**

TEMPORARY CHAIR: **"Tellers, would you please make your report?"**

TEMPORARY TELLER [Reads report but does not declare election]: **"The Tellers' Report for the election of _____ for Permanent Convention Chair: #__ total votes were cast. #__ votes [Majority of delegates present and voting] are necessary to elect. #__ voted in favor, #__ opposed."** [Hand the report to the Chair.]

TEMPORARY CHAIR [Rereads Teller's Report, then declares election]: **"The Tellers' Report for the election of _____ for Permanent Convention Chair reads: #___ total votes were cast. #___ votes are necessary to elect. #___ voted in favor, #___ opposed."**

"We have an election. _____ is the Permanent Convention Chair. Congratulations, _____!" [Temporary chair steps down. Permanent chair steps up to podium. Go to the next item on the agenda.] **OR "We do not have an election."** [Go to [N.](#)]

9) ELECT PERMANENT CONVENTION SECRETARY

[Custom at party conventions in Michigan.]

PERMANENT CHAIR: **"Nominations are in order for the office of Permanent Convention Secretary. Would each delegate who wants to nominate someone, please rise and call out the name of the person you wish to nominate? If a nominee does not wish to serve as Secretary, they may decline when the Permanent Chair reads their name."**

DELEGATE [rise]: **"I nominate _____."**

PERMANENT CHAIR: **"_____ is nominated.** [Nominee may decline at this time.] **Are there any further nominations?"**

TEMPORARY SECRETARY: [records names of nominees in the order that they are nominated]

If there is only one nominee, chair declares election

PERMANENT CHAIR [when no more rise to nominate]: **"Hearing no further nominations, _____ is elected Permanent Convention Secretary."** [RONR 46:40] [Temporary secretary steps down. Permanent secretary steps up to platform.]

If there is more than one nominee

PERMANENT CHAIR [when no more rise to nominate or a motion to Close Nominations passes by 2/3 standing vote]: **"Hearing no further nominations, nominations are closed."** OR **"Two-thirds are in favor of closing nominations."**

PERMANENT CHAIR: **"Will the Temporary Secretary please read the list of nominees for Permanent Convention Secretary in the order that they were nominated?"**

TEMPORARY SECRETARY: [reads nominee list]

PERMANENT CHAIR [vote by voice first]: **"The chair will reread the list of nominees. After each name you will be given the opportunity to vote 'AYE' or 'NO'. Delegates will want to vote 'NO' for earlier nominees if they favor a later one, because the first nominee to receive a majority vote is elected. If the vote sounds inconclusive, a delegate may call for a Division of the House. The vote will be retaken as a standing vote. If the vote is still inconclusive, a delegate can move that a standing counted vote be taken.** [The motion takes a second, is not debatable, and needs a majority vote.] **If the chair is in doubt after a standing vote, he can ask for the vote to be retaken as a standing counted vote. Are there any questions?"**

[O](#) PERMANENT CHAIR: **"_____.** [Read name of nominee. Pause.] **All those in favor of _____ for Permanent Convention Secretary say 'AYE'."** DELEGATES IN FAVOR: **"AYE."**

PERMANENT CHAIR: **"Those opposed say 'NO'."** DELEGATES WHO OPPOSE: **"NO."**

PERMANENT CHAIR [with a clear majority vote]: **"The 'AYES' have it and _____ will be the Permanent Convention Secretary. Congratulations, _____!"** [Temporary secretary steps down. Permanent secretary steps up to platform. Go to the next item on the agenda.] **OR "The 'NOES' have it and _____ is not elected."** [Go back to [O](#) and Continue with voice votes until one nominee receives a majority vote.]

Standing counted vote for Permanent Convention Secretary

PERMANENT CHAIR: **"We will have a standing counted vote for _____ for Permanent Convention Secretary. The Tellers will count the votes."**

PERMANENT CHAIR: **"All those who support _____ for Permanent Convention Secretary, please rise and remain standing until the Tellers have completed the count."** [Pause.] **"Be seated."**

PERMANENT CHAIR: **"All those who oppose _____ for Permanent Convention Secretary, please rise and remain standing until the Tellers have completed the count."** [Pause.] **"Be seated."**

PERMANENT CHAIR: **"Tellers, would you please make your report?"**

TEMPORARY TELLER [reads report but does not declare election]: **"The Tellers' Report for the election of _____ for Permanent Convention Secretary: #__ total votes were cast. #__ votes [majority of delegates present and voting] are necessary to elect. #__ voted in favor, #__ opposed."** [Hand the report to the chair.]

PERMANENT CHAIR [rereads Teller's Report, then declares election]: **"The Tellers' Report for the election of Permanent Convention Secretary reads: #__ total votes were cast. #__ votes are necessary to elect. #__ voted in favor, #__ opposed."**

PERMANENT CHAIR: **"We have an election. _____ is Permanent Convention Secretary. Congratulations, _____!"** [Temporary Secretary steps down. Permanent Secretary steps up to podium. Go to the next item on the agenda.] **OR "We do not have an election."** [Go back to **O** and continue with voice votes until one nominee receives a majority vote.]

10) APPOINT PERMANENT CONVENTION OFFICERS

PERMANENT CHAIR: **"The chair appoints the permanent convention officers."**

- "_____ as Parliamentarian."**
- "_____ as Sergeant at Arms."**
- "_____, _____, _____ and _____ as Tellers."**

11) OATH OF OFFICE FOR CONVENTION OFFICERS

PERMANENT CHAIR [Invite the new officers to come to the platform. If they are not the same as the temporary officers, give each a copy of their duties.]: **"The Permanent Secretary will administer the Oath of Office to all Permanent Convention Officers."**

PERMANENT SECRETARY: **"Please raise your right hand and repeat after me: I do solemnly swear that I will support the Constitution of the United States, / the Constitution of the State of Michigan, / and that I will faithfully discharge the duties of this office according to the best of my ability, so help me God."**

12) ELECTION OF DISTRICT COMMITTEE MEMBERS & STATE CONVENTION OFFICERS

PERMANENT CHAIR: **"According to Michigan Compiled Law, this convention body must elect one Congressional District Chair, a Vice Chair, a Secretary, a Treasurer and a committee of fifteen (15) members to serve for a two (2) year term or until their successors are duly elected and qualified. Also, according to the Michigan _____ Party State Committee, we must elect #__ people who will serve on the Michigan _____ Party State Committee until their successors are duly elected and qualified. Please note that no more than #__ of the #__ State Committee Members can be of the same gender."**

P PERMANENT CHAIR: **"First (or next), we will elect [a District Chair - a District Vice Chair - a District Secretary - a District Treasurer - #__ State Committee Members - 15 District Committee Members]."**

PERMANENT CHAIR: **"Nominations for [District Chair - District Vice Chair - District Secretary - District Treasurer - #__ State Committee Members - 15 District Committee Members] are now in order. Delegates may submit up to #__ [number to be elected] nominations at once, unless there is an objection. When making a nomination, please rise and call out the name of the nominee [OR...line up at a microphone and wait your turn]. If a nominee does not wish to serve, they may decline when their name is read by the chair. Are there any nominations for [District Chair - District Vice Chair - District Secretary - District Treasurer - State Committee Members - District Committee Members]?"**

DELEGATE [rise]: **"I nominate _____."**

PERMANENT SECRETARY: [records names of nominees in the order that they are nominated]

PERMANENT CHAIR: **"_____ is nominated. [Nominees may decline at this time.] Are there any further nominations?"**

DELEGATE #2 [rise]: **"I nominate _____." [etc.]**

Election if the # of Nominees are fewer than or equal to the number to be selected

PERMANENT CHAIR [when there are no further nominations]: "_____, _____, _____ [etc.] **has/have been nominated. Are there any further nominations?**" [Pause.] **"Since there are no further nominations, nominations are closed. _____, _____, _____ [etc.] is/are elected to serve [as District Chair - as District Vice Chair - as District Secretary - as District Treasurer - as State Committee Members - as District Committee Members]."** [optional: repeat names] [RONR 50:13 b)]

[If the election of ALL officers is complete]: **"The election of the district committee members is complete."** [Go to the next item on the agenda.]

OR

[If the election of ALL officers is not complete, go back to **P.**]

Election if there is more than one nominee

PERMANENT CHAIR [when no more rise to nominate or a motion to Close Nominations passes by 2/3 standing vote]: **"Hearing no further nominations, nominations are closed."** OR **"Two-thirds are in favor of closing nominations. Nominations are closed."**

PERMANENT CHAIR: **"Will the Secretary please read the list of nominees for [District Chair - District Vice Chair - District Secretary - District Treasurer - State Committee Members - District Committee Members] in the order that they were nominated?"**

PERMANENT SECRETARY: [reads list of nominees]

PERMANENT CHAIR [vote by voice first]: **"The chair will reread the list of nominees. After each name you will be given the opportunity to vote 'AYE' or 'NO'. Delegates will want to vote 'NO' for earlier nominees if they favor a later one, because the first nominee to receive a majority vote is elected. If any voice vote sounds inconclusive, a delegate may call for a Division of the House. The vote will be retaken as a standing vote. If the vote is still inconclusive, a delegate can move that a standing counted vote be taken.** [The motion takes a second, is not debatable, and needs a majority vote.] **If the chair is in doubt after a standing vote, he can ask for the vote to be retaken as a standing counted vote. Are there any questions?"** [RONR 46:38 Electing members one at a time by majority.]

Q PERMANENT CHAIR: **"The first (or next) name on the list of nominees is _____."** [Pause.]

PERMANENT CHAIR: **"All those in favor of _____ for [District Chair - District Vice Chair - District Secretary - District Treasurer - State Committee Member - District Committee Member] say 'AYE'."** DELEGATES IN FAVOR: **"AYE."**

PERMANENT CHAIR: **"Those opposed say 'NO'."** DELEGATES WHO OPPOSE: **"NO."**

PERMANENT CHAIR [with a clear majority vote]: **"The 'AYES' have it and _____ will be [District Chair - District Vice Chair - District Secretary - District Treasurer - a State Committee Member - a District Committee Member] OR "The 'NOES' have it and _____ is not elected."** [Go back to **Q** and repeat until there is an election.]

[If the election of ALL officers is complete]: **"The election of the district committee members is complete."** [Go to the next item on the agenda.]

OR

[If the election of ALL officers is not complete, go back to **P.**]

R Standing counted vote for nominee

PERMANENT CHAIR [if a delegate's motion is approved to take a standing counted vote or the chair asks that a standing vote be counted]: **"We will have a standing counted vote for this nominee. The Tellers will count the votes."**

PERMANENT CHAIR: **"All those who support _____ for [District Chair - District Vice Chair - District Secretary - District Treasurer - State Committee Member - District Committee Member], please rise and remain standing until the Tellers have completed the count."** [Pause.] **"Be seated."**

PERMANENT CHAIR: **"All those who oppose _____ for [District Chair - District Vice Chair - District Secretary - District Treasurer - State Committee Member - District Committee Member], please rise and remain standing until the Tellers have completed the count."** [Pause.] **"Be seated."**

PERMANENT CHAIR: **"Tellers, would you please make your report?"**

PERMANENT TELLER [reads report but does not declare election]: **"The Tellers' Report for the election of _____ for [District Chair - District Vice Chair - District Secretary - District Treasurer - State Committee Member - District Committee Member]: #__ total votes were cast. #__ votes [majority of delegates present and voting] are necessary to elect. #__ voted in favor, #__ opposed."** [Hand the report to the chair.]

PERMANENT CHAIR [rereads Teller's Report, then declares election]: **"The Tellers' Report for the election of _____ for [District Chair - District Vice Chair - District Secretary - District Treasurer - State Committee Member - District Committee Member] reads: #__ total votes were cast. #__ votes are necessary to elect. #__ voted in favor, #__ opposed."**

PERMANENT CHAIR: **"We have an election. _____ is elected to be [District Chair - District Vice Chair - District Secretary - District Treasurer - a State Committee Member - a District Committee Member] OR "The 'NOES' have it and _____ is not elected."** [Go back to **Q** and repeat until there is an election.]

[If the election of ALL officers is complete]: **"The election of the district committee members is complete."** [Go to the next item on the agenda.]

OR

[If the election of ALL officers is not complete, go back to **P**.]

13) NEW BUSINESS ON THE AGENDA

14) PERMANENT CHAIR ANNOUNCEMENTS

15) ADJOURNMENT

PERMANENT CHAIR: **"Is there a motion to adjourn?"**

DELEGATE: **"I so move."**

PERMANENT CHAIR: **"Is there a second?"**

DELEGATE #2: **"Second!"**

PERMANENT CHAIR: **"It is moved and seconded to adjourn."**

PERMANENT CHAIR: **"All those in favor say 'AYE'."** DELEGATES IN FAVOR: **"AYE."**

PERMANENT CHAIR: **"Those opposed say 'NO'."** DELEGATES WHO OPPOSE: **"NO."**

PERMANENT CHAIR [with a clear majority vote]: **"The 'AYES' have it and the convention is adjourned."** [One rap of the gavel.] **OR**
"The 'NOES' have it. What are the members' wishes?"