ONE ALBUQUERQUE city of albuquerque

Chair and vice chair election checklist

Before the meeting

- [ ] Put the election on the agenda.
- [ ] Check the board's ordinance and bylaws for when elections happen and any term limits.
- [ ] Confirm you will have a quorum.

Who presides

- [ ] The sitting chair may run the election, even if nominated.
- [ ] If the chair seat is vacant, members elect a temporary chair to run it.
- [ ] Staff liaisons do not preside, but may start the meeting.

Nominations

- [ ] A nomination does not need a second.
- [ ] Members may nominate themselves.
- [ ] Closing nominations takes a 2/3 vote and is out of order while anyone still wants to nominate. Reopening takes a majority.

Voting

- [ ] Elect the chair first, then the vice chair, as separate votes.
- [ ] The winner needs a majority of votes cast. Most votes is not enough.
- [ ] If no one has a majority, vote again. No one is dropped automatically.
- [ ] Votes must be public. No secret ballots. Use voice vote, hand raising or roll call.

After the vote

- [ ] New officers take office right away unless the ordinance or bylaws say otherwise.
- [ ] Record the vote in the minutes.
- [ ] Notify the City Clerk's Office.

Ordinance ROA 1994 §2-6-1-4

Questions: City Clerk's Office, cityclerk@cabq.gov