

Procedure for election of new member

1. If candidate is present ask him/her to adjourn to the bar until sent for.
2. Appoint two tellers who have had nothing to do with the sponsoring of the candidate.
3. Make sure secretary provides sufficient ballot slips to cover attendance; then they await your instructions.
4. Call on the sponsor to address the meeting on the candidate's behalf. Call for any other speakers.
5. Ask President whether committee recommends candidate.
6. Instruct tellers to issue ballot slips, then later collect them, count the votes and convey the result to you privately.
7. Announce "The question before the meeting is – Do you approve of _____ being elected to membership of Club 6. Write "yes" or "no" on your ballot slip." A 75% majority is required for the candidate to be elected.
8. Proceed with election.
9. Announce “_____ has been elected to membership of Club 6." Never use words like unanimously or state number of votes.
10. Recall candidate and lead congratulations.
11. Instruct President to arrange a suitable date for induction of new member.