

## **Executive Order for Election of 2021 Subordinate Chapter Officers**

❖ If your chapter is meeting for the November stated meeting, elect officers in your usual manner. Submit "After Election Report" to the Grand Secretary within three business days of the election.

❖ If your chapter is not meeting for the November stated meeting, officers are to be elected during the month of November and "After Election Report" submitted the Grand Secretary within three days business days of the election being finalized. Please complete your election of officers within the month of November.

### **Process for Election of Officers Without a Stated Meeting**

- 1) The Worthy Matron, Worthy Patron and Secretary will confer to draft the Slate of Officers for Election. The Slate is to consist of the currently installed officers of Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress, and Associate Conductress. Where chapter bylaws define the need to elect Trustee(s), the Trustee(s) would be included on this Slate. At least two of the three (WM, WP, Secretary) need to participate and authenticate the draft of the Slate.
- 2) The drafted Slate of Officers for Election is to be distributed to each officer named on the drafted Slate. This notification allows each slated officer to accept or decline their nomination to the Slate. If any officer appearing on the drafted Slate chooses not to remain on the Slate, that office will become "open" on the Slate of Officers for Election allowing for nominations when the Slate is distributed. Any officer accepting their name being placed upon the Slate of Officers for Election acknowledges that if no other nomination is made, they have accepted serving for the 2021 year.
- 3) Following this notification process the Slate of Officers for Election is to be finalized and then distributed to the membership as notification of the Election of Officers. Members will reply to the Chapter Secretary their receipt of the Slate of Officers for Election and reply with any additional desired nominations.
- 4) The Worthy Matron, Worthy Patron, Secretary and up to three appointed tellers will serve as the Election Committee and will confer to compile the responses to the Slate of Officers for Election as received from the members. The Election Committee may perform its duties with a minimum of three participants of whom at least one must be an appointed teller.
- 5) Any office having received only one nomination is by acclamation elected.
- 6) Any office receiving more than one nomination will require a vote to elect. The Election Committee (as previously defined) will prepare a Ballot for the offices requiring a vote to elect. This Ballot is to be distributed to all members and replies returned to the Chapter Secretary. The Election Committee will count the votes and declare election.

7) Following the completion of the Election process, members are to be notified of the Officers as elected and within three business days the "After Election Report" to be submitted to the Grand Secretary.

8) If this Executive Order is to be implemented by your chapter for the purpose of electing officers, this Order is to be inserted in the Minute Book along with the election results, names of members of the Election Committee and to be signed by the Election Committee when they are able to be present.

SEAL



Issued September 10, 2020

Karan Birdsall

Karan Birdsall, Worthy Grand Matron

**THIS EXECUTIVE ORDER APPLIES ONLY TO:  
The November 2020 Election of 2021 Subordinate Chapter Officers**