



Chapter Elections: Preparing for the Next Generation of Leaders

Pre-Election Prep

- **Learn the Roles:** Talk to the current person in that position. Learn the responsibilities, the perks, and the challenges of the position to determine if it is the right fit for you! Weigh these options and determine which role you could fill best. Use the Chapter Officer Training Manual to take a look at responsibilities of individual officers and add some chapter-specific jobs.
- **Prepare your speech:** Consider your skills and your past experiences that will prepare you for the desired role. Explain how these assets will help you, but also discuss your plan and your goals for the position! Goals and outcomes are the keys to making sure that you have a way to measure your productivity and success in your potential future position.
- **Reach Quorum:** In order to elect a new Chapter Executive Board, more than 50% of the chapter must be present. Be sure that you have a total count of the number of brothers in the room to determine majority needed to win the election. See our last edition for instructions on how to calculate a quorum!

Step 1 – Robert’s Rules Election Procedure: All nominations remain open until the speeches begin for a specific position. With the current regent as the chair for election procedure, a motion must be made by another brother to “close nominations for the office of ____”. After a second, the nomination for that specific position is closed and speeches may proceed. This must be done for **every** office.

Step 2 - Determine the Majority: In order to win an election, a brother must receive greater than 50% of the possible votes. If there are more than two brothers running for a position, the single brother receiving the lowest number of votes should be removed as a candidate and a re-vote occurs. Continue until majority is reached. To prepare for a possible tie, the chapter should agree upon a procedure ahead of time. Ex. Allowing an additional 30 seconds to speak, and then vote again, and continue to vote until tie is broken.

Step 3 – The Ballots: Whether you are using paper or electronic voting, be sure to utilize one vote per eligible brother, and collect them in a secure manner where voting is blind. Determine the two people who will be counting your votes, be it your GCD or a brother about to graduate.

Step 4 – The Unopposed: If an office is unopposed, the regent may make a motion to cast a single ballot for the brother ____ to the office of _____. After a second on the motion, voting is not necessary and said brother becomes the officer

Step 5 – Don’t forget about your GCD! Your Grand Council Deputy should be re-elected yearly along with the new E-Board. If the GCD is new, make sure he or she is on all Kappa Psi Listservs and consider reaching out the International GCD committee for some tips.

Steps to a Successful Election:

Tip: Know your Local Ordinances! Many chapters have rules regarding the number of positions you can run for, the length of speeches, or when speeches will be presented.



TRANSITIONING OFFICERS

Preserving Old Traditions and Promoting New Ideas

Congratulations to your new officers! Now it's time to get working!

Installation of Officers

- In the Kappa Psi Pharmaceutical Fraternity, Inc. Ritual Book has a ritual that should be used to officially install new officers into their respective roles.
- Where, when, and how you wish to conduct this ritual is up to your chapter! Some examples include an end of the year banquet or even during a chapter meeting.
- Feel free to invite graduate brothers and all members of the chapter to enjoy this occasion!

Transition Meetings

- Who:** The outgoing E-Board and the newly elected officers. This could be done on an officer to officer basis or as a full two set of E-Boards.
- Where:** Anywhere that can allow for back and forth conversation!
- When:** As soon as you can! Do not hesitate to make this one of the first things that a new E-Board does together. Especially if elections occur close to a long break or end of the semester, pushing these off only delays progress and the work that is about to begin!
- Why:** Taking on a new role can be difficult. The outgoing officer can evaluate what worked and what didn't so the new officer spends their time wisely.
- How:**
- Turn over copies of any paperwork (forms, documents, timelines, notes, etc.)
 - Using a Binder for each officer is a great way to stay organized!
 - Discuss goals achieved by outgoing officer and goals for the new officer.
 - Make sure you can always remain in contact to ask questions.

Notify Central Office and Province Officials

- It is essential for The Central Office and your Province to have an updated record of the chapter's officers in order to maintain proper communication.
- Make sure that you fill out the Office Contact Information Form and GCD Verification Form.
 - Find both forms here: <https://www.kappapsi.org/central-office/forms/chapter-forms>

Feel free to reference the Collegiate Chapter Officer Guide at:
<https://www.kappapsi.org/policies/manuals/chapter-officer-manual->