### Order of Proceedings for Admin Committee Elections

Elections will take place as the first order of business, on the Sunday of the November Region, provided the RSC is quorate. The committee, except for either the RD or the Alt RD, will stand down. The chair will be elected and then the RD or Alt RD who remained will step down – the new chair will conduct the rest of the elections. If a new chair is not elected, the RD or Alt RD will conduct the rest of the elections and stand down last. The positions will be elected in the following order:

* Chair
* Secretary
* Treasurer
* Resources
* RD (only in alternate years)
* Vice Chair
* Vice Secretary
* Vice Treasurer
* Vice Resources
* Alt RD (only in alternate years)

The fourth concept will be read in full. Explain the voting requirements to RCMs (single candidate/double candidate/significance of abstention and no vote – see guideline 3.11).
The requirements and clean time for the position will be read out.

The facilitator will then:

* Ask if any candidates wish to put themselves forward.
* Ask if there are any other candidates.
* Invite candidate to give service CV.
* Facilitator to ask the questions for the position to all candidates.
* Invite questions from the body (each candidate is expected to be familiar with the steps, traditions, concepts, and requirements of the role).
* Ask the candidate(s) to leave the room.
* Invite discussion.
* If necessary the facilitator can ask a candidate to come back in the room so that the facilitator can summarise, and then offer them the opportunity to address, any questions that have arisen.
* Distribute voting papers.
* Calculate required majority.
* Count votes and announce the result to the body: the candidate has required majority/the candidate does not have required majority.
* Repeat voting as needed if multiple candidate election.
* Invite candidate back into the room: thank you for putting yourself forward for the position of … you have/have not been elected/ratified

Repeat for each service position vacant. Direct resources to report still vacant positions to wider fellowship. Any candidate that is invited by the body to consider standing again (e.g. unresolved multiple candidate election), will have their expenses at the following region paid by the body, regardless of whether they are successful.

### Three or more candidate election



### Two candidate elections



### Single candidate election

