

LEADERSHIP

is a passion for what you do, a clear picture of where you are going, a fluid phenomenon that grows within you, and an emotional expression of what you do. You get it from others, by learning as much as you can and allowing yourself to show your passion. You give it to others by living your vision, sharing that vision with others, being willing to do things—not just say things and leading by example.



FastFacts

Basic Operations & Procedures

Agendas	Budgeting
Constitutions	Elections
Meetings	Minutes

Skills for Leaders

Assertiveness	Communication
Delegation	Ethics
Goal Setting	Recognition

Planning Activities

Co-sponsorship	Fundraising
Group Dynamics	Teambuilding
Planning/Evaluation	Retreats

Beginnings & Challenges

Conflict	Difficult Members
Getting Involved	Transitions
Recruiting	Starting a Group



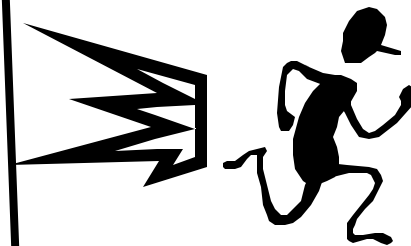
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Old Dominion UNIVERSITY



FastFacts

Quick Tips
For Developing
Effective Leadership

Elections

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*Basic Operations
& Procedures*
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▶ The election of officers can be a difficult process for those organizations that lack consistent rules and procedures.

Elections must be:

 **IMPARTIAL**

Have an unbiased election:
Vote for the most qualified candidate, not necessarily your best friend!

 **FAIR**

Create just rules that give an appropriate amount of power to the leaders.

 **CONSISTENT**

Adhere the rules as firmly to the new member as you would the third-year president.

 **ORGANIZED**

Develop a written process for conducting your election in an orderly fashion.



Methods of Nomination



By the Chair

More common for chair to nominate to fill committee instead of an office

From the Floor

Any member may nominate—often called an open nomination

By a Committee

A nominating committee (chosen in advance) submits nominations

By Ballot

A nominating ballot is conducted in the same manner as the election

By Mail

Same as “By Ballot” but mailed to members

By Petition

Member shall become a nominee upon the petition of a specified number of members

Methods of Election



Ballot Election

A) Nominations for all offices are taken and one ballot with all offices is distributed, or
B) Separate ballots for each office distributed immediately following the nominations for each office.

Roll Call Election

Member, when called upon, declares vote for each office.

Cumulative Voting

For positions held by more than one individual (e.g., two P.R. officers), voter may choose more than one candidate (in this case, voter may choose one or two to vote for).