**Policy Council Election Process**

Before elections, working agreements will be revisited. The two key agreements during the election process are Respect and Listening.

1. The position description will be read.
2. The Chair will be open the floor for nominations: “The floor is now open for nominations.”
3. Nominations are made. Self-nominations are okay. Those being nominated will be asked if they accept the nomination.
4. Once people stop voicing nominations, the Chair will ask three times:

“Are there any other nominations?”

1. The Chair will close the nomination window: “The floor is now closed.”
2. Ballots will be distributed.
3. Nominees will come to the front of the room and will have two minutes to answer the following question: What strengths will you bring to this role and how will you support the Mission of our program? *Helping people help themselves through staff, community and family partnership*
4. Once all nominees have spoken, they will each state their name one more time.
5. Votes will be cast and collected for tallying.
6. While the votes are being tallied, the description of the next role to be voted on will be read out loud. A gap filler activity will take place until tallies from the first vote are in.
7. Once votes are tallied, the elected member will be announced and the floor for nominations will once more be opened.

Order of elections:

1. Chairperson
2. Michigan Head Start Association Delegates
	* Each person will cast two votes for this position, on different colored ballots. The individuals with the highest number of votes for each color, will be the elected delegates. The individuals with the second highest number of votes for each color will be the alternate delegates.
3. Vice Chair
4. Treasurer
5. Secretary
6. Parliamentarian

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