

**** EXAMPLE 1 ****

INSTALLATION OF OFFICERS AND DIRECTORS

Once again the time has arrived to install the newly elected officers and directors of name of affiliate. It is indeed an honor for me to have the privilege of charging our new officers and directors with the duties and responsibilities of their respective offices.

Directors

Our bylaws provide for six (6) directors to serve on the board at any given time. This year the membership has elected three (3) new directors to serve two-year terms. They will join the three (3) incumbent directors who will continue to serve out their current term(s). These incumbents are:

(Name incumbent directors and ask them to stand and be recognized).

Newly-elected directors who will be installed this evening to serve a two-year term are:

Name individuals and ask them to stand and be recognized.)

Will those individuals please come forward?

As directors, you will serve as advisors and coordinators, thereby insuring the orderly adherence to principles and standards that govern the affairs of the Institute for Supply Management™ and name of affiliate.

Is it your desire to serve willingly in the capacity of director, the office to which your fellow members have elected you? Please raise your right hand and repeat after me:

"I, (individual states name), do solemnly promise to discharge the duties of the office of director in which I am about to enter, in accordance with the provisions as set forth in our affiliate charter and bylaws."

It is my privilege to install you as a director of name of affiliate and to extend to you our congratulations and best wishes for a most successful term.

Officers

I'd like the following officers to please join me at the podium as I call your name so that I may officially install and charge you with the responsibilities of your respective office:

Position – Individual's name

Position – Individual's name

Position – Individual's name

Is it the desire of each of you to serve willingly in the capacity of the office to which you have been elected? Please raise your right hand and repeat after me:

"I, (individual states name), do solemnly promise to discharge the duties of the office in which I am about to enter, in accordance with provisions as set forth in our charter and bylaws."

It is my privilege to install you as an officer of name of affiliate and to extend to you our congratulations and best wishes for a most successful term.

President/CEO

The office of President/CEO of (affiliate name) is a serious responsibility. The President is the chief executive officer of our affiliate and presides at all meetings for (affiliate name.) He/she is an ex-officio member of all committees, and chair of the Board of Directors. He/she must concern him/herself with the day-to-day

operations of the affiliate, appoint all standing committees, and serve as chief spokesperson of the Association.

It is now my privilege to call (individual's name) to the podium to accept the responsibilities of President/CEO of (affiliate name).

(Name of President/CEO): Please raise your right hand and repeat after me:

"I, (individual states name), do solemnly promise that I shall faithfully execute the duties and responsibilities of the office of President/CEO of (affiliate name), in strict conformance with the charter and bylaws until my successor has been elected, qualified, and installed."

On behalf of every member, I now install you as President/CEO of (affiliate name).

Congratulations and best wishes from all our members, your friends and family for a most successful year.

Thank you.

(Gavel is presented to newly installed President/CEO).