

# AGM TIPS

## **Before your AGM:**

- Check your bylaws to confirm the timeline for providing members notice of the upcoming annual meeting and how the notice is to be given (mail, newsletter etc). In majority of cases, members are to receive notice of the meeting 21 days before the meeting date.
- Review the Bylaws to ensure the appropriate positions are being elected and that you know what meeting quorum is.
- Ensure all Reports are completed in writing and there are enough copies to be distributed. Sample reports:
  - Treasurer Report – includes Financial Statement and a Budget
  - Presidents Report
  - Special Committee Reports
  - Etc.
- Make copies of the various Job Descriptions for positions.
- Make copies of the Bylaws. If you are making amendments to the bylaws please make sure you contact Corporate Registry to ensure that the motions that will be made at the meeting are worded properly.
- If there has been a Nominations Committee, have their slate of nominations available, all positions are open to nominations from the floor.
- Prepare in advance the Flip Chart, white or blackboard with the list of positions and ample space to write two or three names. List positions as they appear in the bylaws.
- All contested positions must be voted on by secret ballot, even if you are not expecting multiple nominations you should have ballots prepared and something to collect the ballots in.

## **Day of your AGM:**

- Have on hand copies of the various Job Descriptions for positions.
- Have on hand of the Bylaws.
- Appoint an Elections Chair - non-members in attendance – CRC, EFCL District Representative or a guest (can be a member not interested in running) to lead your AGM
- Appoint scrutineers, non-members in attendance – CRC, EFCL District Representative or a guest. Pre-plan a quiet space where ballots can be counted. Brief your scrutineers that they report on a single piece of paper the successful candidate and they are to never reveal the count. Let them know the maximum number of ballots they should have and that they will be responsible for destroying the ballots.

# Process of Election During the AGM

This is the process that the Elections Chair should follow when running the elections part of your AGM

1. The president turns over the chair of the meeting to the Elections Chair who then:
  - **Thanks the outgoing Board** for their dedication and service and asks them to join the audience.
  - **Verifies quorum** either through roll call or show of hands.
  - **Explains the procedure** to be used
  - Asks for a **scribe**/ recorder to aid in writing the names of nominees ( if necessary)
  - Introduces and thanks the **scrutineers**.
2. **Announce the positions** and describes the job in brief.
3. **Declare nominations open.**
4. If there is a slate announce each committee candidate and verify their willingness to let their name stand. Write the name on the board or chart.
5. **Call for additional nominations from the floor.** If additional nominations are made, verify if the nominee wishes to stand. Write name on the chart. (Depending on the wish of the league, record who made the nomination, and or if the person declined the nomination)
6. **Call again** for nominations from the floor. You must call three times.
7. **Declare nominations closed** and acclaim the sole nominee as the elected. Repeat from step 2 for the next position. If there are no nominations, particularly in key executive positions, leave it open and go back to it after the other positions have been dealt with once.
8. **If the position is contested** ask for a motion to close the nominations, get it seconded and voted on before distributing the ballots.
  - In a contested position you would ask the candidates in the order of nomination to come to the front and speak to the group. You may give some pointers by asking them to give some background on themselves, their experience, and what they hope to accomplish in the job.
  - Have the scrutineers distribute and collect the ballots.
  - While scrutineers are out counting resist the temptation to proceed to the next position. You need to leave elections open in the event the unsuccessful candidate might be interested in another position. During this time it is important to keep the room under your control so plan for filler discussion and information sharing.
  - When the scrutineers return announce the successful candidate and declare them elected.
  - Get a motion, seconded and vote to have the ballots destroyed.
  - Proceed back to step 2 for the next position.
9. Once all of the positions have been covered, return to any key positions not filled and try again. If they remain unfilled then charge the new board with the responsibility of appointing volunteers to those positions.
10. Call up the new board to the front and welcome them to their new responsibilities. Ask for a round of applause and turn over the chair to the new President.