



January 8, 2024

A Guide to Running AGM Elections

Anyone not currently on the Board or connected to anyone on the Board may run Community League elections at an Annual General Meeting. This includes past board members or invited guests such as an EFCL District Representative, EFCL staff, a Neighbourhood Resource Coordinator (NRC) or even a City Councillor. Because there is some preparation required, who will run the elections should be organized ahead of the AGM. If the election is controversial or the rules are unclear please feel free to involve EFCL staff such as the Board Development Advisor.

Before the Meeting

1. Get a list of open positions from the president.
2. Check Bylaws for election rules
 - a. Terms – how long are people signing up for
 - b. Term limits in case some people are not eligible to run
 - c. Who can vote and run for office
 - d. What if nominee is not at the meeting
 - e. Can people volunteer
 - f. Can the board appoint if position unfilled
 - g. What is the quorum for the meeting
3. Determine if there are candidates being proposed by the Nominating Committee and get a copy of the candidate list.
 - a. Determine who will speak for the Nominating Committee.
4. Prepare ballots (any small pieces of paper and something to collect the ballots in will do). Make sure there will be pens available.

At Meeting

1. Make sure someone with a membership list will be making sure only members are voting and find out how the League is identifying voting members.
2. Check for quorum. If there is no quorum then there can be no election.





3. Advise assembly of eligibility (18+, member) and term rules. (ie term = 1 Yr., No term limit)
4. Ask that people refrain from campaigning.
5. Announce the first position and ask the president/current occupant to describe the role.
6. Open nominations. “I will now open the floor for nominations”
7. Announce 2 more calls for additional nominations or volunteers
8. Ask each nominee if they accept their nomination, and confirm eligibility.
9. If no one is nominated, the position will remain open
 - a. Most Bylaws allow the board to appoint interim board members in cases of vacant positions
10. Close nominations
11. Allow nominees to introduce themselves (maximum 2 minutes)
12. If there is only one person nominated, declare them acclaimed.
13. If there is more than one person nominated, declare a secret ballot.
14. Hand out ballots (any small papers will work). Have a container to collect the ballots.
15. Ask a guest or someone not on the board to assist in counting. Count the ballots and announce the winner. We do not release the count except to the candidates if they ask (because we are neighbours and we want to make running for election not a horrible experience)
16. Ask for a motion to destroy the ballots.

Online/Hybrid AGM:

Follow the same procedure, except online attendees can nominate by “virtual hand” or by raising their hand on screen, if their camera is on. Provide extra time to ensure online participants have time to raise their hand.

If a secret ballot is needed, use an external website link like a google form or [Mentimeter](#). Have this set-up prior to the meeting incase of a secret ballot being needed.

