

Non-Profit SAMPLE AGM Nomination/Election Procedures

(Created: November 2018 by Sue Meikle/Dermot Flynn)

1. In accordance with the current (Name of NGO) Constitution & Bylaws, the positions that are open for election are:
 - President
 - Vice-President (Insert appropriate positions)
 - Secretary
 - Treasurer
 - _____ Directors
3. For some or all positions, nominations have been received by the Nominating Committee and are posted on flipcharts. A nominee, who is interested in letting his/her name stand for election but is unable to attend the AGM, must submit his/her interest to the Nominating Committee in writing, prior to the AGM.
4. At the AGM, further nominations will be called from the floor 3 times and any nominations will be added to the postings. Nominations from the floor must be for someone in attendance and the nominee must agree to let his/her name stand for election.
5. Nominations for each position, and a vote if required, will be completed before the next, to allow those not elected to let their names stand for another position. Voting will be conducted by ballot which will be a blank sheet of paper on which you will write the name or, in the case of the Director positions, the names of the nominees you wish to vote for.
6. In the event that more than XX people are nominated for the Director positions, members will write up to XX names on the ballot. You can write less than XX names but not more than XX. The order in which you list the names will be of no consequence. A ballot with more than XX names will be considered a spoiled ballot.
7. Two counters will count the ballots. They are _____ and _____. Upon completion of counting the ballots, an announcement will be made which will include **only the name of the person elected. It will not include the number of votes received by each nominee.**
8. In the event of a tie, where all nominees receive the same number of votes, the tie will be broken by drawing a name from a hat. If there is a tie among some but not all of the nominees, there will be a run-off election but only if the tie affects the outcome of the election.
9. At the end of the Election, a motion will be requested to have all ballots destroyed.