

AGM Procedure Cheat Sheet

Agenda Item	Mover/Seconder	Majority	Comments
1. Call to order	N	n.a	
2. Roll Call of Officers	N	n.a	
3. Adoption of previous meeting minutes	Y	Simple	<ol style="list-style-type: none"> Moved by.... Seconded by... Questions/Comments All in favor/All oppose (or only all oppose if virtual) Carried (or defeated)
4. President's report	Y	Simple	<ol style="list-style-type: none"> Moved by the President Seconded by Questions/Comments All in favor/All oppose (or only all oppose if virtual) Carried (or defeated)
5. Treasurer's report (if there is one) Note: <ol style="list-style-type: none"> Treasurer reads their report; Presents financial statements/adoption; Presents budget/adoption; 	Y	Simple	<ol style="list-style-type: none"> Moved by the Treasurer Seconded by... Questions/Comments All in favor/All oppose (or only all oppose if virtual) Carried (or defeated)
6. Adoption of Financial Statements	Y	Simple	<ol style="list-style-type: none"> Moved by the Treasurer Seconded by... Questions/Comments All in favor/All oppose (or only all oppose if virtual) Carried (or defeated)
7. Adoption of next year's budget	Y	Simple	<ol style="list-style-type: none"> Moved by the Treasurer Seconded by.... Questions/Comments All in favor/All oppose (or only all oppose if virtual) Carried (or defeated)
8. Committee reports (if any)	N	n.a	
9. By-Laws amendments (if any)	N	2/3	
10. Elections of officers	Y	Simple	Each candidate need a nominator and a seconder
11. Selection of auditors	Depends on local – some appoints, some elects.		
12. Other business	N	n.a	
13. Adjournment	Y	n.a	<ol style="list-style-type: none"> Moved by the President Seconded by Adjourn.

Officers Elections Procedure

Note:

1. Elections for local officers are conducted by someone outside the local.
2. Only members in good standing are eligible to an elected position.
3. A member cannot hold more than one elected position, with the exception of the position of secretary and treasurer that can be combined.

Procedure

1. The Chair of the elections will call for nominations 3 times. Each time it will go like this:

Chair: "I call for nomination for the position of"

Member 1: "I nominate ..."

Chair: "Is there a seconder for the nomination of ... to the position of ..."

Member 2: "I second"

[If chair sees that there are no more nominations during the first call out they will proceed as follows]

Chair: "I now call for a second time nominations for the position of"

[If chair sees that there is no more nominations during the second call out they will proceed as follows]

Chair: "I now call for a third and last time nominations for the position of"

[If chair sees that there are no more nominations during the third call out they will proceed as follows]

Chair: "Seeing none, I now close the nominations for the position of"

2. In reverse order of nomination, the Chair will ask each candidate if they wish to stand for the position and if they will speak on their behalf for their mini-speech.

Chair: "..., you have been duly nominated and seconded for the position of Will you let your name stand?"

Candidate 3: "Yes "[if no, it stops here]

Chair: "Will you be speaking on your behalf?"

Candidate 3: "Yes "[or no]

3. In reverse order of nomination, each candidate will have 1 minute to speak to the audience.
4. Proceed with the election by secret ballot. Simple majority is required.
5. Repeat the process for each position.