Conducting the Election of Officers at your Annual General Meeting.

Some key points.

1. *This is just one example of how your election can be conducted*. It is suggested that you enlist an individual from your District or from a local organization, who is familiar with the process to conduct the election. Otherwise, the script below should be of assistance.
2. Once you have established a procedure for conducting the election of your District Executive, it should be included in the District’s policy manual for future reference.
3. Ensure that a Nomination Committee is appointed each year to carry out the search for candidates and provide the Nomination report at the Annual General Meeting.

Sample Election Procedure

1. Begin the election process by explaining how the task will proceed.

 *“I have been given the Nominating Committee report which I will read shortly. It will include the names of the individuals who have agreed to have their names placed in nomination for each position on the District Executive. Once I have read those names, I will call for nominations from the floor. Should additional nominations come forward, an election will take place. “*

1. Ask for a motion to appoint a recording secretary for purposes of the election.

 *“I require a motion to appoint a recording secretary for the election”*

1. Declareall positions vacant.

*“I will now call for a motion to declare all positions vacant.”*

1. Read the nominating committee’s report.

 “*I will now read the complete nominations report for your 20\_\_ District Executive.”*

 *Agricultural Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Homecraft Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Provincial Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Associate Agricultural Director\_\_\_\_\_\_\_*

 *Associate Homecraft Director \_\_\_\_\_\_*

1. Conduct the election position by position. Call for additional nominations from the floor ( 3x for each position)

*“You have heard the nomination for \_\_\_\_\_\_\_\_\_\_\_\_\_. Are there any nominations from the floor? Are there any nominations from the floor? Are there any further nominations from the floor?”*

1. If a nomination comes forward, ensure that there is a mover and seconder and that the individual is willing and qualified to stand. Have the nomination recorded by the recording secretary and state that an election will take place with voting conducted according to the District policies.
2. If no nomination comes forward, call for a motion to close nominations for that position and declare the individual acclaimed.
3. Continue with each individual position and call for nominations from the floor 3x until all positions have been dealt with.
4. Should an election be required, you will need to appoint at least two scrutineers. Voting should be conducted according to the District policy.
5. Once the election has been completed you may wish to have a motion to accept the entire executive as well as do an installation.

INSTALLATION OF DISTRICT DIRECTORS

***Ask all of the District Executive to stand***

**To the New Board:**

**Please accept the privileges, responsibilities and duties conferred upon you by the membership that you serve.**

**As you prepare for the beginning of a new term of work, it is fitting that you take the opportunity to study the roles and responsibilities pertaining to your office.**

**Having done so, you will ensure that the plans made and the programs prepared by those within your District may more perfectly achieve the fulfillment of their purposes.**

***Ask all those present to stand.***

 **To the Membership:**

**As the member societies of this District, you have elected your Directors ….and they have accepted the responsibilities placed upon them**

**They have their part….equally you have yours!**

**They are dependent upon your support, your encouragement and your cooperation.**

**By working together you should have great success.**

**Congratulations All**