

## **Template the Annual General Meeting and the Home and School Elections**

1) In February/March, consult the current constitution and by-laws and the Home and School and verify:

- If the current constitution and by-laws document need updating?
- The deadlines for annual general meeting notices and constitution and by-law amendments.
- The length of executive terms.
- If any of the current executive members are resigning in the middle of their term?
- The date of the annual general meeting (i.e. May/June/Sept).
- Quorum for the annual general meeting.

2) Is a slate of candidates going to be presented to the membership before the annual general meeting with nominations also taken from the floor? If so, are there deadlines that must be respected? Who is going to collect the list of nominees?

3) Recruit alumni, school staff or graduating parents to conduct the election. Positions to be filled: Election President, Election Secretary and two (2) Scrutineers. If the current Home and School Secretary is not up for re-election he/she may be nominated as Election Secretary and may take the minutes.

### **Election Housekeeping:**

- Prepare ballots in case a vote is needed.
- Have a membership list on hand and an attendance sheet. Have members sign in.
- Elect an Election President, Election Secretary and two (2) Scrutineers.
- Verify that there is quorum.
- Verify the number of votes that are needed to be elected (i.e. 50% plus 1).
- If a vote is needed, allot each candidate two minutes to speak.
- Elect the positions one by one so a defeated candidate may run for another position.

Please contact the QFHSA for additional information.