

# Prince George Amateur Radio Club Operating Guide

## Nomination and Election of Directors

### **General Purpose**

This document is intended to provide a guide for the appointment of a Nomination Committee and the election of officers

### **Appointment of Nominations Committee**

The Executive Committee should appoint a Nominating Committee 60 or more days before the scheduled AGM. The Nominating Committee will decide which committee member will act as Chairperson of the Committee.

### **Duties of the Nominations Committee**

The committee should determine which:

- Executive Positions will be subject to an election
- incumbents are interested to stand for re-election
- members should be approached and asked for expressions of interest to stand for election

The committee recommends a slate of candidates for election or re-election at the AGM.

Nominations from the floor at the AGM will still be requested and accepted.

Committee members are responsible for conducting ballot voting as may be required

### **Election Process at the Annual General Meeting**

After the Executive Committee has concluded a minimum of necessary business, the chairperson will ask the Nominations Chairperson to conduct the election for vacant President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer and Secretary positions.

### **The Nominating Committee chairperson will:**

1. Announce the Nominating Committee recommended slate of candidates who have agreed to be elected to specified or any vacant positions
2. For each vacant position, make three calls for nominations from the floor
3. Declare nominations closed for each position
4. Should there be no nominations received for a vacant position, that position will be declared vacant. (In this case, the Executive Committee have the option to make an appointment after the AGM)
5. Where only one person has been nominated for a vacant position, that person will be declared elected by acclamation.
6. Conduct ballot voting as may be required.
7. Announce the names of elected persons.
8. Turn the meeting over to the AGM chairperson

### **Recording of the Election**

The Secretary records the nomination and election process and election results in detail as part of the minutes of the Annual General Meeting.