

Retired Women Teachers of Ontario
Organisation des enseignantes retraitées de l'Ontario

RWTO/OERO



VOTING and ELECTION PROCEDURES
HANDBOOK

September 2021

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I. INTRODUCTION

The Voting and Election Procedures Handbook was developed by an Ad Hoc Committee as directed by the RWTO/OERO Board of Directors. It was determined that there was a need for clarification of procedures and provision of additional resources to facilitate an effective and productive voting process.

Since voting and elections can be conducted in person or virtually, information for both situations is included in this handbook.

Members of the committee included Nancy Papiez (Chair), Judith Bennoch, Sandie Bender, and Jane Cartier.

II. PURPOSE OF THE HANDBOOK

The Voting and Election Procedures Handbook was created:

- a. to clarify terminology regarding the voting process related to motions, resolutions and elections;
- b. to outline the various situations where a vote may be required;
- c. to provide guidance for the Board of Directors and Annual General Meetings (AGM);
- d. to provide a resource of information and forms to assist those responsible for voting and election procedures.

III. WHY IS A VOTE HELD?

A vote is held when motions or resolutions are put forward at a Board of Directors meeting or at the AGM. A vote is also held at the AGM when there is more than one nominee for an elected position on the Board of Directors.

DEFINITIONS

A. Board of Directors

The **Board of Directors** is the governing body of RWTO/OERO. Individuals who sit on the **Board** are responsible for overseeing the organization's activities. **Board members** meet to discuss and vote on the affairs of the organization.

B. Annual General Meeting

- a. The Annual General Meeting refers to the yearly official business meeting of the organization. A *quorum* for the AGM shall be fifty percent (50%) of the eligible delegates. (See Constitution Article X 3.)
- b. With regards to voting, the AGM elects officers to the Provincial Executive and considers resolutions.

C. Motions

- a. A **motion** is a formal proposal placed before a meeting for debate and a decision. Motions can be made at a Board of Directors meeting or at the AGM.
- b. At a Board of Directors meeting, motions are made to conduct the business of RWTO/OERO and to revise the Policies and Procedures Manual. They cannot be made to change the Constitution.
- c. An **e-motion** is presented to the Board of Directors via e-mail. An e-motion is sometimes required between Board of Director meetings.

An e-motion is e-mailed to each of the members of the Board of Directors. Board members respond by e-mail to the President and the Recording Secretary by indicating, In Favour, Opposed or Abstain.

The Recording Secretary tallies the votes and confirms with the President. All e-motions require fifty-one percent (51%) to be carried.

D. Resolutions

- a. A **resolution** is a proposal that declares the opinion of an organization rather than its intent to act on a certain matter. Resolutions are required to change the Constitution. Resolutions can also be made to amend policies or procedures. All resolutions must be presented for a vote at the AGM.
- b. Resolutions must be submitted to the Provincial Constitution and Resolutions Committee Chair (1st Vice-President) by November 15th. Resolutions going forward to the AGM are published in the March edition of "Connections." This allows for thought and discussion prior to the AGM.
- c. Resolutions can also be submitted during the AGM without prior notice. (See Constitution Article X 4)

E. Elections

An election is the process of determining which candidate shall be chosen to fill a Provincial Executive position. Nominations must be received by January 31st.

In addition, nominations will be accepted from the floor at the appropriate time during the AGM.

Voting occurs at the AGM. Voting on elections is by secret ballot or anonymous poll.

If only one advance nomination is made for a Provincial Executive position, and no additional nomination(s) come from the floor, the candidate is considered acclaimed and there is no election.

IV. WHO CAN VOTE?

Registered delegates have voting privileges at the AGM. All elected and appointed members of the Board of Directors, with the exception of the Parliamentarian and the Executive Secretary-Treasurer, are entitled to a vote. (See Constitution Article IV 4e.)

A. Delegates (See Constitution Article X) (See Provincial Policies and Procedures Manual Article X, 5. & 6.)

- a. A **Delegate** is a chosen representative of a Branch. A delegate must be a paid-up member and registered for the AGM.
- b. **Provincial Delegate** – The first voting delegate from each and every Branch is called the Provincial Delegate.
- c. **Branch Delegate** – All other voting delegates are called Branch Delegates. Only Branches with 51 or more members, not including Life Members, qualify to send one or more Branch Delegates.
- d. **Alternate Delegate** – The alternate delegate replaces the Provincial Delegate on the floor of the AGM when the Provincial Delegate is unable to serve. Only Branches with a membership enrollment of 50 or less are qualified to send an Alternate Delegate to the AGM.

B. Voting Cards

- a. All delegates including the Board of Directors (except the Parliamentarian and Executive Secretary-Treasurer) receive voting cards when they register at the Convention, which indicates an entitlement to vote.
- b. Alternate delegates receive a voting card from the Program Coordinator only when replacing their Branch Provincial Delegate.
- c. Registered non-delegates are not entitled to vote and do not receive a voting card.
- d. Ten extra voting cards without names should be provided to the Program Coordinator for last minute changes or lost voting cards (changes in the Delegate and Alternate Delegate list often occur a day or two before the Convention).
- e. At the Convention Registration, voting cards are to be handed out separately from the Registration Package.

- f. Delegates must sign upon receipt of their voting cards. The signing sheet is provided to the Registrar by the Program Coordinator. It is returned to the Program Coordinator so that she can prepare the percentages for voting.

- g. Printing of the voting labels for the voting cards (both Delegate and Alternate Delegate) should be done when the final delegate list is complete. See VII Supporting Materials C. Forms Voting Card for details of what is printed on the card).

Note: No voting cards are required during a Virtual Convention.

V. WHO HAS A ROLE IN THE VOTING PROCESS?

A. Board of Directors (See Provincial Policies and Procedures Manual, **Article VI**, Duties of Executive Officers)

1. Past President

- a. chairs the Nominations Committee;
- b. submits the advertisement for the Provincial Executive vacant position(s) to the Communications Newsletter Convenor for publication in the November issue of "Connections";
- c. presents the proposed slate of officers and appointees to the Board of Directors and to the delegates at the AGM;
- d. receives the duly signed Candidate's Form including bio with photo by January 31st;
- e. forwards the bios and photos of all new candidates to the Communications Newsletter Convenor for publication in the March issue of "Connections";
- f. forwards the names and positions of all candidates to the Program Coordinator by April 1;
- g. calls three times for any further nominations from the floor at the AGM;
- h. holds an election by secret ballot at the AGM if more than one nomination is received for an elected position;
- i. as Chair of an election, casts the deciding vote in the event of a tie.

2. President

- a. chairs the AGM, Executive and Board of Directors meetings;
- b. presides over voting on motions at Board of Directors meetings;
- c. casts the deciding vote for a motion or Resolution in the event of a tie vote at a Board of Directors meeting or the AGM.

3. First Vice-President

- a. as the Provincial Constitution and Resolutions Committee Chair, accepts Resolutions from the Board of Directors and the Branches;
- b. ensures that the Resolutions are provided to the Communications Newsletter Convenor for publication in the March issue of "Connections";
- c. presents the Resolutions at the AGM.

4. Honorary President

- a. installs the elected officers and appointees of the Board of Directors at the AGM;
- b. as Honorary President, serves as a member of the Steering Committee. (See Constitution Article VII 1.)

5. **Parliamentarian**

- a. ensures that the order of speakers is followed at all Board of Directors meetings and the AGM;
- b. presides at the AGM when resolutions are presented, discussed and voted upon;
- c. shares results of all voting;
- d. provides advice and direction on the accurate wording of motions at the Board of Directors meetings and at the AGM in compliance with Bourinot's Rules of Order;
- e. acts as an authority to ensure that Bourinot's Rules of Order are being followed. (See Constitution Article VI 8.)

6. **Program Coordinator**

Oversees the Voting process at an In Person or Virtual AGM by:

- a. preparing material for use during the voting process at the AGM including ballots and tally sheets; (See Section VII Supporting Materials C)
- b. training the scrutineers, timekeeper and door monitors; (See Section VII Supporting Materials A)
- c. ensuring that the percentage required for the passing of motions, resolutions and election results based on the number of delegates is determined in advance and communicated to the Parliamentarian; (See VII Supporting Materials C)
- d. explaining the voting process to the delegates at the AGM; (See Section VII Supporting Materials B)
- e. monitoring the voting process, tallying results and sharing results with the Parliamentarian; (See Section VII Supporting Materials C)
- f. receiving unclaimed Voting Cards from the Door Monitors after each AGM session;
- g. arranging Virtual Delegate Practice Sessions prior to the AGM.

Note: During a Virtual AGM some of the processes ~~will change~~ differ (e.g. there are no scrutineers or door monitors).

7. **Recording Secretary**

- a. receives and records motions and results at Executive and Board of Directors meetings, and the AGM;
- b. shares the results with the President;
- c. receives and tallies e-motion votes and confirms the results with the President.

8. Area Director

- a. takes attendance of all delegates in their Area at the beginning of each AGM session;
- b. reports attendance results to the Program Coordinator.

9. Board of Directors

- a. presents resolutions and motions for approval at the AGM; (See Constitution Article V 2.e.)
- b. composes motions for business conducted at the Board of Directors meetings;
- c. participates in the discussion of motions;
- d. votes on the motions at the Board of Directors meetings and at the AGM.

Note: At the AGM, all members of the Board of Directors are delegates representing the Board of Directors, not their Branch.

B. Delegates

- a. thoughtfully consider resolutions prior to the AGM;
- b. become familiar with nominees for Executive positions;
- c. express their opinions and/or ask questions for clarification;
- d. vote on motions, resolutions and elections in a thoughtful, respectful manner;
- e. follow the voting process as explained at the AGM by the Program Coordinator.

Note: Prior to a Virtual AGM, all delegates are encouraged to attend a Delegate Practice Session provided by the Program Coordinator.

C. Additional Supporting Personnel for the AGM

- 1. **Steering Committee** (See Provincial Policies and Procedures Manual Article X, 4b)
 - a. is selected by the Program Coordinator to advise and assist delegates in the wording of motions and resolutions from the floor;
 - b. includes three Provincial Past Presidents not attending the AGM as delegates, one of whom is the Honorary President; (See Constitution Article VII 1. d.)

Note: Provincial pays In Person Convention expenses (meals, travel, accommodations) for those members appointed by the Program Coordinator to the Steering Committee.

2. Scrutineers

- a. three scrutineers and the Head Scrutineer attend the training session provided by the Program Coordinator;
- b. follow the guidelines outlined for scrutineers; (See VII Supporting Materials A and C)
- c. three scrutineers return the voting results to the Head Scrutineer (See Supporting Materials C)

Note: No scrutineers are required at a Virtual AGM as voting (polling) is conducted electronically.

3. Timekeeper(s)

- a. attends the training session provided by the Program Coordinator;
- b. follows the guidelines outlined for the Timekeeper. (See VII Supporting Materials A)

4. Door Monitor(s)

- a. attends the training session provided by the Program Coordinator;
- b. follows the guidelines outlined for Door Monitors; (See VII Supporting Materials A)

Note: No Door Monitor(s) are required for a Virtual AGM

D. Candidates to Executive Positions

- a. prepare an up to three-minute campaign talk to be given at the AGM;
- b. arrange for a personal scrutineer to observe the election process at an In Person AGM.
- c. For further detailed information, see VII Supporting Materials, A. Guidelines 5. Guidelines for Candidates (pg. 23).

E. Convention Committee

- a. designs and prints the Voting Cards for use by the delegates at the AGM;
(See VII Supporting Materials C.a.)
- b. arranges for Convention delegates to sign for the Voting Card when they receive their registration packages:
 - i. Voting Cards are picked up by the delegates upon registration;
 - ii. Voting Cards can be placed in the delegates' envelopes or they can be picked up at a separate location in the registration area.

***All related printing costs for the AGM are covered by RWTO/OERO Provincial.
(See the Convention Handbook)***

Note: At a Virtual AGM no voting cards are required.

VI. HOW IS A VOTE TAKEN?

A. How to Vote

- a. There are two ways to vote:
 - i. in person by a show of hands or secret ballot;
 - ii. virtually by using a polling process.
- b. During in person voting, there may be an overwhelming majority vote so a formal count of hands will not be needed. This is at the discretion of the Parliamentarian.
- c. At a Virtual AGM, delegates choose from three options when voting: In Favour, Opposed or Abstain.

B. Voting Procedures

1. The Role of the Scrutineers

- a. The Program Coordinator chooses four scrutineers well in advance of the AGM from the non-delegates who will be attending the AGM. Scrutineers may be selected from the volunteers of the host Branch(es) of the Convention in consultation with the Provincial Convention Convenor.
- b. One scrutineer is assigned as Head Scrutineer.
- c. The Provincial Program Coordinator divides the Head Table and delegates' tables into three sections. Three scrutineers each:
 - i. take a section to count votes and to distribute/collect ballots;
 - ii. report voting counts to the Head Scrutineer;
 - iii. mark the tally sheets for secret ballots.
- d. The Head Scrutineer:
 - i. counts the totals of all show-of-hand votes from the other three scrutineers;
 - ii. oversees secret ballot counting;
 - iii. passes results of votes to the Program Coordinator who shares with the Parliamentarian.

Note: Scrutineers are not required at a Virtual AGM.

2. Voting by a Show of Hands for a Resolution

- a. In many cases there will be an overwhelming majority vote so a count of hands will not be needed.
- b. If a vote is required, the scrutineers count the voting cards that are held up by the delegates and record the results.
- c. The scrutineers hand in their results to the Head Scrutineer.
- d. The Head Scrutineer adds up the total count of all three scrutineers and checks the Voting Percentage Chart in consultation with the Program Coordinator who gives the results to the Parliamentarian.

Note: Voting by a show of hands does not apply at a Virtual AGM.

3. Voting by Secret Ballot for a Resolution

- a. Sometimes a resolution will go to secret ballot.
- b. The three scrutineers pass out ballots, one to each delegate seated at their respective table (Delegates must hold up their voting card to receive a ballot).
- c. **“Yes”** or **“No”** is to be written on the blank ballot.
- d. To have their ballot collected, each delegate must hold up their voting card and then place their folded in half ballot in the envelope held by the scrutineer.
- e. The scrutineers proceed to the counting table and remove the ballots from the envelopes in front of the Head Scrutineer.
- f. In the spot designated for counting ballots, the Head Scrutineer:
 - checks that all envelopes are empty;
 - reads the ballots aloud placing them in their respective ‘yes’ and ‘no’ piles while the other three scrutineers mark the tally sheets. (See VII Supporting Materials C.c.)
- g. Spoiled ballots are put in a separate pile; however, their numbers are added to the final count of ballots issued and collected.
- h. The three scrutineers check to make sure their numbers match at the end of the count.

- i. The Head Scrutineer:
 - i. notes the final count;
 - ii. checks the Voting Percentage Chart in consultation with the Program Coordinator;
 - iii. fills out and signs the Head Scrutineer's Report in consultation with the Program Coordinator (See VII Supporting Materials C).

Note: At a Virtual AGM, all voting is conducted anonymously (polling).

4. Debating During a Resolution

- a. The Mover of the Resolution and the Secunder are each given two minutes to present the Resolution.
- b. Delegates who respond are allowed to speak for two minutes.
- c. Delegates are to bring their Voting Card to the microphone at an In Person AGM. At a Virtual AGM, delegates will request to speak (e.g. using Chat in Zoom).
- d. The Chair will then acknowledge the speaker.
- e. The delegate states her name and Branch, and then begins her talk.
- f. The Timekeeper will indicate the time when 1 minute 30 seconds has passed and at the 2-minute mark will hold up a STOP sign.
- g. Speakers may only speak once.
- h. The mover of the motion may close the discussion with a second comment.
- i. Delegates **may not** give their Voting Card to anyone else to speak at an In Person AGM.
- j. Alternate Delegates may not speak unless they are replacing a delegate who is unable to attend the AGM.
- k. Registered non-delegates are not allowed to speak.
- l. Honorary Delegates (Past Provincial Presidents) not attending as delegates are allowed to speak but not allowed to vote. (See Constitution Article X7.)

5. Voting by Secret Ballot for an Election

- a. Follow the same procedure for ballot distribution and counting of ballots as described above (3) Voting by Secret Ballot for a Resolution.

Note: At a Virtual AGM all voting is conducted anonymously (polling).

6. Election of Candidates

- a. Each Candidate may speak for three minutes.
- b. During an In Person Election, each Candidate may choose a personal scrutineer to observe the ballot count.
- c. The Head Scrutineer will show each marked ballot to the candidate's scrutineers. The personal scrutineers may observe but not touch the ballots.
- d. If a Candidate's scrutineer wants a ballot rejected, the Head Scrutineer will make the final decision. It will be recorded on the back of the ballot. If the final count is close, that spoiled ballot will be looked at again.
- e. Each Candidate's scrutineer signs the Head Scrutineer's Report.
- f. The candidate's personal scrutineer does not receive remuneration for any expenses incurred when volunteering.

Note: No personal scrutineers are required at a Virtual AGM.

7. Marking Ballots for an Election

These procedures apply to an In Person AGM.

- a. The names of the candidates will be on each ballot.
- b. There may be more than two names on a ballot.
- c. Ballots are to be marked with an **X** in the circle beside the candidate of choice.
- d. Delegates are to write the name on the same ballot if a nominee comes from the floor. (See VII Supporting Materials C.g)

- e. Spoiled ballots cast by the delegates count toward the total votes cast, but they do not count for election of a candidate. Spoiled ballots include:
 - i. unintelligible ballots;
 - ii. ballots cast for an unidentifiable or ineligible candidate;
 - iii. ballots indicating votes for more than one candidate choices or not marked at all.

- f. Small technical errors (marking a check mark \checkmark when an x was called for) do not make a ballot spoiled as long as the voter's intent is discernable.

These procedures apply to a Virtual AGM.

- a. The names of the candidates will be on each poll.

- b. There may be more than two names on a poll.

- c. Delegates select the candidate of their choice.

8. Voting Percentages

- a. Motions require a fifty-one percent (51%) majority at Board of Directors meetings and fifty-one percent (51%) of registered delegates at the AGM.

- b. **Resolutions** submitted by the pre-determined deadline require a sixty-six percent (66%) majority vote of the registered delegates. If resolutions do not have prior notice, an eighty percent (80%) majority vote is required.

- c. Candidates are declared elected with a fifty-one percent (51%) majority of ballots cast.

- d. Examples of calculating a percentage of the votes: a 66% majority of 135 delegates would be 89 votes or more (135 delegates X 66% = 89); an 80% majority of 135 candidates would be 108 votes or more (135 delegates X 80% = 108).

VII. SUPPORTING MATERIALS

A. Guidelines

The Guidelines are to assist various participants involved in preparing for the AGM. Individual Guidelines may be copied for convenience. The Program Coordinator provides copies of the Guidelines for the Scrutineers, Timekeeper(s) and Door Monitors prior to the AGM.

1. Guidelines for Scrutineers

These Guidelines only apply for an In Person AGM. For a Virtual AGM, no scrutineers are required.

- a. The number of registered delegates will be announced at the beginning of the Business Session on Wednesday morning (there are usually about 115 - 140 registered delegates).
- b. Votes will often be by a show of hands. Voting can also be conducted by secret ballot.
- c. Three scrutineers count votes and/or ballots. The Program Coordinator will have divided the Head Table and delegates' tables into three equal sections. Each of the three scrutineers will be responsible for a section.
- d. The Head Scrutineer oversees the hand count and the tallying of ballots in consultation with the Program Coordinator.
- e. Sometimes a Resolution will go to **secret ballot**. The Program Coordinator will provide each scrutineer with envelopes containing ballots for each Resolution. A couple of extra envelopes for possible Resolutions from the floor will be provided. Each envelope will contain bundles of ballots (for easy distribution). Each Resolution has its own colour of ballot.
- f. The Program Coordinator will provide Election ballots.
- g. The Head Scrutineer will be provided with two different types of tally sheets, one for counting a vote on a Resolution and one for an Election. (See VII Supporting Materials C)
- h. Each scrutineer will be responsible to hand out and collect the ballots in her designated area (only voting delegates receive ballots). **Delegates must show their voting card to receive a ballot.** Alternate delegates **do not** receive a ballot unless they are taking the place of their Branch Provincial Delegate due to her absence.

- i. There will be a designated area (to be determined) to count the ballots. The Head Scrutineer:
 - i. notes the final count;
 - ii. checks the Voting Percentage Chart in consultation with the Program Coordinator;
 - iii. fills out and signs the Head Scrutineer's Report in consultation with the Program Coordinator (See VII Supporting Materials C);
- j. After all the voting has taken place, the Program Coordinator calls for a motion to destroy all of the ballots.

2. Guidelines for the Timekeeper(s)

- a. The Timekeeper must be seated in such a way as to be seen by the Head Table and the speakers.
- b. During a **resolution debate**, each speaker can speak for **two minutes**. The Timekeeper will stand and hold up a sign at the 1 minute 30 second mark. At the 2 - minute mark, the Timekeeper will stand, hold up a STOP sign and ring a bell.
- c. **Election candidates** can speak for **three minutes**. The Timekeeper will stand and hold up a sign at the 2-minute mark. At the 3-minute mark, the Timekeeper will stand, hold up a STOP sign and ring a bell.
- d. The Program Coordinator provides an electronic timing device for the Timekeeper. Alternately, the timekeeper may wish to use her own personal device.
- e. Signs and a bell will be provided for the Timekeeper by the Program Coordinator.

3. Guidelines for Door Monitors

These Guidelines only apply for an In Person AGM. For a Virtual AGM, no door monitors are required.

- a. Two Door Monitors sit at the doorway(s) for the duration of the AGM. One or two sets of doors, depending on the layout of the meeting space, may be monitored during the AGM.

Note: The Program Coordinator ensures that a small table and two chairs will be set up inside the entrance(s) for the Door Monitors.

- b. If a delegate needs to leave, she must hand in her voting card to one of the Door Monitors. Upon returning, she receives her voting card from a Door Monitor.
- c. Unclaimed Voting Cards are given to the Program Coordinator after each session of the AGM.

- d. No one may enter or leave the AGM during a vote whether by a show of hands vote or secret ballot. This includes both delegates and non-delegates.
- e. During a secret ballot, doors are to be shut.

4. Guidelines for Program Coordinator to Select and Train Scrutineers, Timekeeper(s) and Door Monitors.

- a. Selection Process for an In Person AGM.
 - i. Scrutineers, Timekeeper(s), and Door Monitors may be selected from the volunteers of the host Branch(es) of the Convention in consultation with the Provincial Convention Convenor. They may also be chosen from non-delegates who are attending the Convention.
 - ii. If volunteers are not available for any position, in late April, contact the Branch Presidents. Ask them to survey Branch members who will be attending the Convention as non-delegates to see if they are interested and willing to volunteer for one of the positions.
 - iii. The Branch Presidents forward the names to the Program Coordinator by mid-May.
 - iv. All interested persons should be contacted and thanked.
 - v. The Program Coordinator then selects the volunteers and assigns the various positions in collaboration with the volunteers. One scrutineer is named Head Scrutineer.
 - vi. Those selected should be sent Guidelines appropriate to the positions they are filling (See VII Supporting Materials A.a.b.c.). Details about the training session should be provided.
 - vii. Maintain contact with the volunteers to answer their questions. Confirm the time and place of the training session.
- b. The Scrutineers, Door Monitors, and Timekeeper(s) are required for all AGM sessions but need not be the same people. However, all persons should be trained.
- c. Scrutineers, Door Monitors and Timekeeper(s) do not receive remuneration for any expenses incurred when volunteering.

Note: Only a Timekeeper is required for a Virtual AGM.

5. Guidelines for Candidates

- a. All candidates shall submit to the Chair of the Nominations Committee (Past President) by January 31st:
 - 1. the duly signed **Candidate's Form for RWTO/OERO Provincial Executive Position;**
 - 2. a bio (maximum 200 words) and photo for inclusion in the March issue of "Connections". (See VII Supporting Materials C. Forms)
- b. Prepare an up to three-minute campaign talk to be given at the AGM if there is an election.
- c. No other form of campaigning is permitted prior to or at the AGM.
- d. Arrange for a personal scrutineer to observe the election process at an In Person AGM.

6. Guidelines for Convention Committee - Preparation of the Voting Card for an In Person AGM

- a. The Convention Committee is responsible for the preparation of the Voting Card.
- b. The Program Coordinator approves the Voting Card.
- c. To prepare the Voting Card, follow the format in section VII Supporting Materials C.a.
- d. Before printing the Voting Cards labels, wait for the final delegate list, which the Executive Secretary-Treasurer gives to the Registrar usually by mid-May.
- e. Print an extra ten Voting Cards without names for last minute changes.
- f. Make Voting Cards for the Alternate delegates with their names on the cards. Give these Voting Cards to the Program Coordinator prior to the beginning of the AGM.
- g. The cost of printing is covered by RWTO/OERO Provincial (See Convention Handbook).

B. Sample Program Coordinator Presentation

In Person AGM

1. Welcome
2. Seating (numbers in tables will change)
 - **Head Table** – All are voting delegates with the exception of the Parliamentarian and Executive Secretary-Treasurer
 - Tables **1 – 20** are for Provincial and Branch Delegates
 - Table **21** is for the Board of Director Delegates
 - Table **22** is for the Incoming Board of Directors (non-delegates)
 - Tables **23 and 24** are for Alternate Delegates
 - Tables **25 to 30** are for non-delegates attending the AGM
 - A table for the Steering Committee and a table for the Honorary Delegates
 - One or two tables for the Door monitors depending on the layout
3. You **must** be seated at your designated tables.
4. The Resolutions part of the business meeting is chaired by our **Parliamentarian**.
5. To assist in the smooth running of the meeting (show where everyone is sitting):

Steering Committee:

- Name the Honorary President and two other members.
- The Steering Committee assists in preparing resolutions, amendments and motions to go before the assembly.

Scrutineers:

- Name Head Scrutineer and three others. Name the Branches they are from.

Timekeeper(s):

- Name(s) and Branch(es)

Door Monitors:

- Names and Branches

Thank you to all the volunteers for assisting in the AGM. It is much appreciated!

6. Voting Percentages for Resolutions and Elections for In Person and Virtual AGM:

- Resolutions, submitted by the deadline as determined by the Board of Directors, require a sixty-six percent (66%) majority of the registered delegates to be carried.
- If a Resolution is moved from the floor without prior notice, it requires an eighty percent (80%) majority of the registered delegates to be carried.
- When amendments are made to Resolutions, a fifty-one percent (51%) majority is required to carry the amendment.
- An election requires a fifty-one percent (51%) of the majority vote of the registered delegates for the successful candidate.
- If there are more than two candidates, there will be a run-off, that is, the bottom candidate will be dropped off and another vote will take place with the remaining candidates until a fifty-one percent (51%) majority is achieved.
- The Parliamentarian will ask the Program Coordinator for the number of registered delegates prior to each vote.

7. When a Vote is Held

These procedures apply to an In Person AGM.

- There are _____ Registered delegates.
- The majority vote by ballot will be calculated on the number of votes cast for an election and the number of registered delegates for a resolution.
- **Only delegates** may vote whether it be by show of hands or secret ballot.
- Delegates must **raise their voting card** when voting by a show of hands in order to be counted.
- When voting by secret ballot, delegates must **show their voting card** to receive a ballot and when returning their ballot.
- For secret ballot vote on a resolution, please write **“Yes”** or **“No”** on your ballot.
- For an election, please mark an **X** in the circle beside your candidate of choice on the ballot and fold it **in half only once**.
- As a result of a nomination from the floor, please write the name of the candidate of choice on the ballot in the space provided.

Speaking at the In Person AGM

- If delegates or Honorary delegates wish to speak at the microphone when debating a resolution:
 - Bring your voting card or ID card (Honorary delegate) with you
 - Wait to be acknowledged by the Chair
 - State your name and Branch and then begin
 - You will have a maximum of **2 minutes** to speak
 - The Timekeeper will hold up a sign at the **1 minute 30 second mark** and at the **2-minute mark** will hold up a **STOP** sign at which time you must end your talk – please keep your eye on the Timekeeper
 - Speakers may only speak once, however, the Mover of the motion **may** close the discussion with her second comment
- Delegates, you **may not** give your Voting Card to anyone else to speak.
- Alternate Delegates, unless you are replacing your Provincial Delegate (in which case, you will receive a Voting Card from the Program Coordinator) you **may not** come to the microphone.
- Non-delegates **may not** come to the microphone to speak.
- Should you need to leave the room during the business meeting, **Voting Delegates** are to leave their Voting Card with the Door Monitor at the door and retrieve it when you return.
- No one will be allowed in or out of the room during a show of hands vote or a secret ballot vote.

Note: Please refer to the last page of the Annual Report for Procedures and Rules of Order.

These procedures apply to a Virtual AGM.

- There are _____ Registered delegates.
- The majority vote by poll will be calculated on the number of votes cast for an election and the number of registered delegates for a resolution.
- **Only registered delegates** may vote.
- Delegates must participate in the poll in order to be counted. The poll will include options to vote in favour, opposed or abstain. All polls are anonymous.

- As a result of a nomination from the floor, a vote will take place by poll. Delegates will choose one of the candidates listed.

Speaking at the Virtual AGM

- If delegates or Honorary delegates wish to speak:
 - when using the Zoom platform, type name into Chat
 - wait to be acknowledged by the Parliamentarian
 - state your name and Branch and then begin
 - you will have a maximum of **2 minutes** to speak
 - the Timekeeper will hold up a sign at the **1 minute 30 second mark** and at the **2-minute mark** will hold up a **STOP** sign at which time you must end your talk – please keep your eye on the Timekeeper
 - speakers may only speak once, however, the Mover of the motion **may** close the discussion with her second comment
- Non-delegates **may not** request to speak.

Note: Please refer to the last page of the Annual Report for Procedures and Rules of Order.

C. Forms

Sample Voting Card

Front of voting card

Name
Branch
Delegate Type or BOD

VOTING CARD (year)

Logo

Back of voting card

VOTING AT THE AGM

1. Delegates shall be identified by name tags to be worn in the meeting room.
2. Door monitors shall be posted at designated entrances to the meeting room during business meetings.
3. During voting, no person shall either enter or leave the meeting until the result of the vote is announced.
4. When a vote by secret ballot is in progress, the door monitors shall close the doors of the meeting room. Doors shall be reopened when the result of the vote is announced.
5. When leaving the room, delegates shall surrender their voting cards to the door monitors.
6. Door monitors shall arrange the delegate cards in alphabetical order during the absence of the delegate and return the cards when the delegate is ready to re-enter the meeting room.

Tally Sheet for Resolution # _____

Example: III III III II = 17

YES	NO
Total "Yes" _____	Total "No" _____

TALLY SHEET FOR ELECTION

1. Print the names of candidates at the top of the columns in the same order as on the ballot.
2. When the Head Scrutineer unfolds a ballot and reveals for which candidate it is marked, make a cross in a square in that candidate's column.

	Candidate 1					Candidate 2					Candidate 3					
5																5
10																10
15																15
20																20
25																25
30																30
35																35
40																40
45																45
50																50
55																55
60																60
65																65
70																70
75																75
80																80
85																85
90																90
95																95
100																100
105																105
110																110
115																115
120																120
125																125
130																130
135																135
140																140
145																145
150																150

Total for Candidate 1: _____

Total for Candidate 2: _____

Total for Candidate 3: _____

Voting Percentage Chart

Number of Registered Delegates	Percentage of Votes	Votes Required
140	51%	71
139	51%	71
138	51%	70
137	51%	70
136	51%	69
135	51%	69
134	51%	68
133	51%	68
132	51%	67
131	51%	67
130	51%	66
129	51%	66
128	51%	65
127	51%	65
126	51%	64
125	51%	64
124	51%	63
123	51%	63
122	51%	62
121	51%	62
120	51%	61
119	51%	61
118	51%	60
117	51%	60
116	51%	59
115	51%	59
140	66%	92
139	66%	92
138	66%	91
137	66%	90
136	66%	90
135	66%	89
134	66%	88
133	66%	88
132	66%	87
131	66%	86
130	66%	86
129	66%	85
128	66%	84
127	66%	84
126	66%	83
125	66%	82
124	66%	82
123	66%	81

122	66%	80
121	66%	80
120	66%	79
119	66%	78
118	66%	78
117	66%	77
116	66%	77
115	66%	76
140	80%	112
139	80%	111
138	80%	110
137	80%	110
136	80%	109
135	80%	108
134	80%	107
133	80%	106
132	80%	106
131	80%	105
130	80%	104
129	80%	103
128	80%	102
127	80%	102
126	80%	101
125	80%	100
124	80%	99
123	80%	98
122	80%	98
121	80%	97
120	80%	96
119	80%	95
118	80%	94
117	80%	94
116	80%	93
115	80%	92

HEAD SCRUTINEER'S REPORT FOR AN ELECTION OR RESOLUTION VOTE BY SECRET BALLOT

ELECTION

Office: (e.g. Recording Secretary) _____

- A. Number of Votes Cast: _____
- B. Number of Spoiled Ballots: _____ Number of Votes Tallied: (A – B): _____
- C. Number of Votes Required to Elect (Majority): _____ (Refer to Percentage Chart to determine percentages.)
- D. Candidate 1: _____ Number of Votes: _____
- E. Candidate 2: _____ Number of Votes: _____

Name of Successful Candidate: _____

Signatures

Head Scrutineer: _____

Candidate's Representative Scrutineer:

- * _____
- * _____ for _____
- * _____
- * _____ for _____

**Please sign your name and print your name below.*

RESOLUTION

RESOLUTION # _____

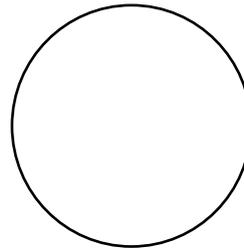
Carried: _____ **Defeated:** _____

- A. Number of Registered Delegates: _____
- B. Votes Cast: _____
- C. Number of Spoiled Ballots: _____
- D. Percentage of Votes Required to carry: 80% _____ or 66% _____ (Use number of Registered Delegates to calculate the percentage of votes to carry.)
- E. Number of Votes Required to carry: _____
- F. Number of Votes For: _____ Number of Votes Against: _____

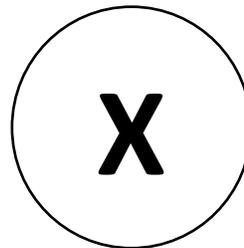
Sample Ballot

Recording Secretary

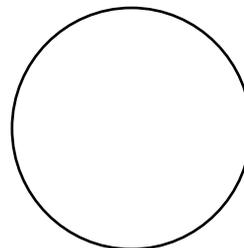
Name of Candidate #1



Name of Candidate #2



Candidate nominated from the floor.



CANDIDATE'S FORM FOR RWTO/OERO PROVINCIAL EXECUTIVE POSITION

Name _____

Branch: _____

Address: _____

Telephone: _____

Email: _____

Position for which you are nominated: _____

Signature(s) of President/Co-Presidents on behalf of the Branch Executive recommending nomination:

Instructions:

1. **Download the Candidate's Nomination Form located on the RWTO/OERO Website (rwto.org) under the title 'About'. Click on Governance.**
2. **Submit the following to the Chair of the Nominations Committee (Past President) by January 31st:**
 - a) the duly signed **Candidate's Form for RWTO/OERO Provincial Executive Position;**
 - b) a bio (maximum 200 words) and photo for inclusion in the March issue of *Connections*.

What to include in the Bio:

- a) Experience with RWTO/OERO (Branch and/or Provincial)
- b) Related Skills (e.g. communications, organization, leadership, computer)
- c) Reasons for Interest in this Position