**Sample Minutes**

**Annual General Meeting Elections**

**Add date**

**Attendance:**

* **Home and School Members:**
* **QFHSA Representatives:**
* **Observers:** (Non-Members, Principal, etc).

1. **Call to Order: \_\_\_\_\_\_**called the meeting to order at\_\_\_\_\_\_.

2. **Welcome:** \_\_\_\_\_\_\_\_\_\_ welcomed everyone to the meeting and introduced the representatives from the QFHSA. (if applicable)

3. **Adoption of the Agenda:** **Motion** by \_\_\_\_\_\_\_\_ to adopt the agenda, seconded by \_\_\_\_\_\_\_\_\_

 **Carried/Not Carried**

4. **Explanation of Election Procedures:**

* The election for each position will be done one at a time. If a candidate does not win, she/he can be nominated for another position.
* Nominate in order and accept nomination in reverse order.
* Each candidate will be allowed to speak for two (2) minutes.
* The vote count will be confidential although the candidates may ask for the results.

**5. Election of an Election President, Secretary and Scrutineers (2):** \_\_\_\_\_\_ explained that non-Home and School members should conduct the election since they are not allowed to vote.

* Election President: **Motion** by \_\_\_\_\_ to nominate \_\_\_\_ as Election President, seconded by \_\_\_\_\_\_\_\_,

 **Carried/Not Carried**

* Election Secretary: **Motion** by \_\_\_\_\_\_\_ to nominate \_\_\_\_\_\_\_\_\_\_ as Election Secretary, seconded by \_\_\_\_\_\_\_\_,

 **Carried/Not Carried**

* Election Scrutineers: **Motion** by \_\_\_\_\_\_ to nominate \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_ as Election Scrutineers, seconded by \_\_\_\_\_\_\_\_,

 **Carried/Not Carried**

**6. Verification of Members in Good Standing:** Inattendance, there are \_\_\_\_\_\_members in good standing so \_\_\_\_\_\_\_\_\_\_\_\_votes are needed to be elected. Quorum has been attained/not attained.

7. **Election of Executive Members:**

* **Association President: Depends on how many people are running. If only one person then the person is acclaimed.**

a) **Motion** by \_\_\_\_\_\_\_to nominate **\_\_\_\_\_\_\_** for President, seconded by \_\_\_\_\_\_\_\_;

b) **Motion** by \_\_\_\_\_\_\_ to nominate **\_\_\_\_\_\_\_\_** for President, seconded by \_\_\_\_\_\_\_\_;

c) **Motion** by \_\_\_\_\_ to close the nominations for association President, seconded by \_\_\_\_\_ ; **Carried/Not Carried**

d) \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_ accepted their nominations and had two (2) minutes to introduce themselves to the membership.

e**)** Voting Results: **\_\_\_\_\_\_\_\_\_\_\_\_** is the President for 2019-2021 (depends on length of terms).

* **Association Vice-President:**

**Same procedure as above and so on. The Constitution lists 4 positions: President, Vice President, Treasurer and Secretary**

8. **Swearing-In of Association Officers:** \_\_\_\_\_\_\_\_\_\_\_ conducted the swearing-in ceremony of the new Executive members for 2019-2021.

9. **Next Meeting:** To be determined.

10. **Adjournment:** **Motion** by \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to adjourn the meeting;

 **Carried/Not Carried**