



The Vankleek Hill Gun Club Inc.

Postal Office box 281 St Eugene, Ontario
K0B 1P0



Annual General Meeting Procedure for the Election of next Board of Directors (Executive)

Preamble

- 1) General meetings for the membership must be called at least once every fiscal year, usually at the beginning of November.
- 2) A quorum consist of twenty percent of the voting membership of the Club, being present. Members must be in good standing, residing in Ontario.
- 3) For the discussion of this procedure, a “member-in-good-standing” shall mean a member who has paid, in full, their membership dues as of the first day of the fiscal year, in our case November 1st of the current year.
- 4) The incumbent Executive shall carefully select an Election Chairperson from the Club voting membership:
 - a) preferably prior to the A.G.M.
 - b) cannot be a candidate
 - c) will be allowed to vote only to break a tie.

or failing that the incumbent executive shall appoint a knowledgeable outside party to preside over the election.

- 5) Proceedings shall be conducted in the English language. For the purpose of clarification or to respond to questions, it is preferred that the Elections Chairperson be English/French bilingual.
- 6) The Election Chairperson shall request the aid of a member-in good-standing to act as election secretary to take minutes of the election proceedings and to help in the vote counting.
- 7) The Election Chairperson shall be fully acquainted with our by-laws and procedures conducting this annual election.
- 8) Upon dissolution of the incumbent Executive, the election Chairperson shall assume full control and authority over the assembly forthwith. His authority shall be extraordinary within the parameters of the procedural articles set forth below.
- 9) The authority conferred upon the Election Chairperson shall ensure the civil and good order of the proceedings without the clamorous intrusion of possible aggressive elements among the persons present. Members shall be allowed to speak upon being recognized by the Election Chair. Only on a point of order may a member interject. Subject to his or her judgment, the Chairperson shall, in extreme cases of misconduct or failure to comply with directions, request the removal from the assembly of the disruptive person or persons. The Elections Chair may also call upon and/or confer with the previous Executive on points of order.
- 10) In an extreme case, the Chairperson may, at his or her discretion, terminate the proceedings until he or she reconvenes the assembly at the earliest convenience at an appropriate place, date and time.
- 11) The Chairperson shall briefly describe this procedure with the members present prior to the elections and respond to questions for clarification.



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Procedure

1. Written nominations for all positions on the executives must be mailed to PO box 281, St Eugene, Ont, K0B 1P0; c/o the executive secretary, 2 weeks prior to the elections. The following format must be followed for the nomination to be considered:
 - a. One nomination per page
 - b. Nomination to include candidate name (printed), position sought, date and signature.
 - c. Nomination to include a nominator name (printed), date and signature
 - d. Nomination to include a seconder name (printed), date and signature
 - e. Optionally should include a paragraph of biographical introduction

2. All members on the page (candidate, nominator, and seconder) to be Ontario members in good standing.

3. Positions to be filled include:

President, Vice president, Treasurer, Secretary, Chief Range Officer, Internal Auditor.

Only the position of President requires the candidate to have served a prior full year term on one of the Executive positions.

4. If no nomination to fill a particular office(s) in the Board were submitted pursuant to the aforesaid procedure, then nominations for the vacant positions may be submitted from the floor by voting members at the A.G.M.
5. No nomination in "absentia" shall be accepted by the Election Chairperson. No member may appoint any person as his proxy or other representative to attend and act for him at any meeting of the membership. All candidates must be present and members in good standing with the Club.
6. Elections of the directors shall be a numerical majority of those eligible voting members present.
7. There shall be no mass acclamation of the entire previous Executive. Nominations shall be requested for each position individually and shall have to be seconded by another member. The Election Chairperson shall then ask each nominee if he or she accepts his or her nomination.
8. If only one nomination is received for a position and the member accepts his or her nomination, the candidate shall be deemed to be acclaimed to the position specified.
9. In the event that two or more nominees stand for election to the same position on the Executive, the Election Chairperson shall:
 - a. Give the opportunity to each candidate to present their biographical introduction
 - b. ask the candidates to leave the room, out of "earshot"
 - c. Conduct a vote by ballot distributed to each voting member present at the AGM.
 - d. Upon completion of the count, the candidates shall be asked to return to the assembly where the successful candidate shall be announced.
10. In the event that one or several positions remain vacant, the elected Executive shall be empowered to appoint a member in good standing to fill the position(s).
11. Upon conclusion of the election, the Election Chairperson shall declare the proceedings over, thank the members and congratulate the successful candidates. The final results will be entered into the minutes.



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Special note:

The function of the Chairperson is crucial. He or she must be well informed, prepared and firm. His or her task will be facilitated with the strong support of the members and the out-going Executive.

We can only intercede on a point of order indicating an inconsistency with the articles of the above procedure; this must be done with respect.

Finally, as a Club of Ladies and Gentlemen, it is only good form to express our gratitude to our Election Chairperson for his or her efforts. Applause would not be out of order.

“Nomination forms can be found at
<http://www.vkhgc.ca/documents/Nomination form.pdf>”

Revision History:

J.M. Roy	Version 1.0	Original draft	December 9 th , 2013
P.G. Langlois	Version 1.1	Converted document to Word format	April 24 th , 2014
P.G. Langlois	Version 1.2	Amended procedural draft	April 30 th , 2014
M.K. Langlois	Version 1.3	Amended procedural draft	May 2 nd , 2014
P.G. Langlois	Version 1.4	Amended procedure	September 9 th , 2016