Returning Officer Checklist

Before AGM – Check Constitution for….	
What's a quorum for the AGM to commence?	☐
What % required to ask for secret ballot?	☐
Check process for nominations	☐
Check proxy rules	☐
Any other factors to consider?	
Prior to AGM commencing	
Check that there is a quorum	☐
Check that there is a record of who is there that is eligible to vote (is there some way that they are identified?)	☐
Check that all nominees have been done so in line with Constitution	☐
Check if a vote is required for any position	☐
If a vote is required, check process in Constitution	☐
Election of Office Bearers	
Thank the Chair and the organisation for inviting me.	☐
Acknowledge the good work being done by the organisation and contribution of Board, collectively and individually.	☐
Declare all positions vacant	☐
State that all nominees have been nominated (and seconded, if required) as per the requirements of Clause _____ of the Constitution.	☐
If no vote is required for any positions, ask for someone to move that [list names of nominees and the positions that they have nominated for].	☐
If a vote is required for some positions but not all, repeat the above for the uncontested positions.	☐
If no secret ballot is requested, and Constitution requires nominations for specific positions, ask the nominees if they would like to introduce themselves and speak to their nomination. Ask for a show of hands for each nominee.	☐
If the Constitution requires nominations only for the positions on the Board and there is more nominations than positions, determine if it is to be a secret ballot or show of hands and hold election.	☐
Declare the successful nominees to the meeting.	☐

After election

Congratulate the incoming Board on their successful election / appointment and wish them well for the year to come.	☐
If a secret ballot was held, call for a motion that you can take the voting slips to be destroyed	☐
Thank everyone once again for their commitment to the organisation's mission and for welcoming you here today.	☐
Hand over to the Chairperson or MC.	