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## 8 Step Election Process (Episode 5)

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- 1. Preparation** As far ahead of your AGM as possible — ideally at least two months out — put together a Nomination Pack and make it available to all members via your website. The Pack should include anything candidates might need to make an informed decision about whether the role is right for them.
- 2. Open nominations** Open nominations to all eligible members and give them 21 to 28 days to come forward. That's enough time for the right candidates to seriously consider whether this is something they want to do.
- 3. Candidate statements** Ask every candidate to submit a nomination statement — maximum 500 words. Their response tells you something important about how a candidate will approach the role and gives members who don't know all the candidates information to base their vote on.
- 4. Appoint a Returning Officer** Appoint someone of good standing with no stake in the outcome — a past Chair often works well. The Returning Officer independently oversees and scrutinises the election process from start to finish.
- 5. Open the voting** Members deserve an opportunity to participate regardless of whether they can attend the AGM. Options include mailed ballot papers (traditional, but slow and increasingly expensive), physical ballot boxes at your premises, or — increasingly the choice of well-run organisations — an online voting platform.
- 6. Count and scrutinise** For paper votes, the Returning Officer counts with independent scrutineers present. For online platforms, the system handles the count and the Returning Officer verifies the result. The Returning Officer's role is to ensure the process is beyond reproach, not merely to record a result.
- 7. Communicate results** Before any public announcement, contact both the successful and unsuccessful candidates directly and personally. Welcome the incoming Committee members enthusiastically. Thank the unsuccessful candidates
- 8. Announce and welcome at the AGM** At the AGM itself, the Returning Officer announces the results. The new Committee takes office at the close of the meeting. There is no election of members as an agenda item — the election has already happened.