



Good day,

Attached in this document are the necessary materials to conduct an Annual General Meeting (AGM). Within this package are the following items:

- Rules Cited
- Agenda
- Registration Instructions
- Rules, Regulations, and Standards for Electing Officers
- Electoral Procedures for the Election of Officers
- Ballots

You may also have out-of-riding/new Liberals as attendees at your AGM. While they are unable to participate in the election of Officers, it is an opportunity to increase support for the Party (e.g., signing them up as a Registered Liberal, and asking them to begin a monthly pledge).

Registration for the AGM must be conducted in accordance with Section 8, Rule 8.4, of NSLP Rule 1: Electoral District Associations, October 2018.

The Rules and Regulations for Electing Officers (Rules and Regulations, Nominations, and Voting) must be read to those in attendance by the Search Committee Chair, pursuant to Section 8, Rule 8.8, of NSLP Rule 1: Electoral District Associations, October 2018.

In the event that a riding association does not have a Search Committee Chair, such duties are to be conducted by a chosen designate of the Executive of the Electoral District Association presiding over the meeting prior to the election of Officers.

Should you have any questions or would like clarification on any items included in this package, please contact the Nova Scotia Liberal Party by phone or email at:

+1 (902) 429-1993
office@liberal.ns.ca

Thank you for your ongoing support of your Electoral District Association.



Rules Cited from *NSLP Rule 1: Electoral District Associations, October 2018*

Section 3, Rule 3.2

“Only those persons who ordinarily reside in an Electoral District and are members in good standing of the NSLP shall be entitled to vote at Annual General Meetings, Special Meetings, Nomination Meetings, and Convention of the Electoral District Association.”

Section 4, Rule 4.5

“Except for Members at Large positions, only persons who have been members in good standing of the Nova Scotia Liberal Party one (1) year immediately prior to the date of an Annual Meeting of an Electoral District Association at which Officers are to be elected, are eligible to be nominated, to be elected, and to serve as an elected Officer of an Electoral District Association.”

Section 4, Rule 4.7

“Notwithstanding any provision of 4.5 if there is no member in good standing will to let their name stand for any of the positions of an Electoral District Association that requires membership in good standing for one (1) year, any member of the NSLP in good standing may let their name be nominated from the floor of the duly-called Annual General Meeting, and be elected to any position of the Electoral District Association.”

Section 8, Rule 8.4

“All NSLP members in good standing no less than fourteen (14) days prior to an Annual Meeting, and who ordinarily reside in the Electoral District where the Annual Meeting will be held, are eligible to vote at the Annual Meeting.”

Section 8, Rule 8.7

“Nominations for all Executive positions shall happen from the floor of the Annual Meeting, and all members meeting the criteria of the “Executive” section of this Rule are eligible to put their name forward, regardless of their engagement with the Search Committee.”

Section 8, Rule 8.8

“The Search Committee Chair, or their designate, shall conduct and supervise the vote. In the case of a tie, the Search Committee Chair, or their designate, shall select the name of the winning candidate by lot.”



Agenda for Annual General Meeting of
(**RIDING NAME**) Electoral District Association
DD-MM-YYYY, HH:MM

#	Item	Presenter	Time Allocation
1	Call to Order	Chair	
2	Approval of Minutes from Previous Annual General Meeting	Chair	
3	Approval of Agenda	Chair	
4	Presentation of Reports	Executive	
5	Nomination of Candidates	Search Committee Chair/ Designate of Executive	
6	Speeches for Contested Positions	Nominated Candidates	
7	Voting	N/A	
8	Announcing Results	Search Committee Chair/ Designate of Executive	
9	Remaining Business	Chair	
10	Adjournment	Chair	



Registration Instructions

1. The Official Membership list provided by the Nova Scotia Liberal Party (NSLP) is the only list you may use at the registration desk.
2. One piece of photo identification with the current civic address of the Member, is required to register.
 - a. Two pieces of identification, one including the current civic address of the Member, is also acceptable.
3. **As a member registers, please note if their email address is on the membership list. If it is not, please ask for their email address and add it to the sheet. Then proceed to strike their name from the list and continue the registration process.**
4. Only those people whose name appears on the official list, whose membership is current, and who are ordinarily a resident in the constituency are eligible to receive a ballot. This is in accordance with Section 3, Rule 3.2, of *NSLP Rule 1: Electoral District Associations, October 2018*.
5. **In no case can anyone receive a ballot if they are not on the list.**
6. Please have every person meeting the above criteria sign the declaration sheet (Registration Sheet) stating they are ordinarily resident in your constituency.
7. Please give the voter a ballot. Explain to them that **the ballot will not be replaced if lost.**
8. **The official membership list must be returned to the NSLP office.**
9. All ballots must be kept at the close of balloting and disposed of by the NSLP.



Rules, Regulations and Standards for Electing Officers – Rules, Regulations, and Standards

To be read to those in attendance by the Search Committee Chair/Designate of the Executive.

It is my pleasure to explain to you the rules of procedure.

1. Pursuant to a motion of the executive of the constituency of **(RIDING NAME)**, this meeting has been duly called for the purpose of electing officers to represent the constituency of **(RIDING NAME)**.
2. In keeping with the constitution of the Nova Scotia Liberal Party, only those members having applied for membership in the Nova Scotia Liberal Party on or fourteen (14) days before the meeting date and who are residents of **(RIDING NAME)** electoral district are eligible to vote.

This is governed by Section 8, Rule 8.4, of *NSLP Rule 1: Electoral District Associations, October 2018*.

3. **In order to vote, you must have met the above qualifications and have registered by the close of registration.**
4. Voting will commence at the close of nominations for officers.
5. You must have your ballot in order to vote. **Do not lose it, as it cannot be replaced.**
6. There is no proxy voting allowed.
7. A five minute notice will be given before voting closes.



Rules, Regulations, and Standards for Electing Officers – Nominations

To be read to those in attendance by the Search Committee Chair/Designate of the Executive.

1. All candidates can be nominated from the floor. This is in accordance with Section 8, Rule 8.7, of *NSLP Rule 1: Electoral District Associations, October 2018*.
2. The nominees must be members in good standing of the Nova Scotia Liberal Party at least a year prior to. This procedure is governed by Section 4, Rules 4.5 and 4.7.
3. Candidates must be nominated by a mover and seconder, who must be members in good standing of the Nova Scotia Liberal Party.
4. The mover and seconder for each candidate shall state clearly their name and address.
5. Movers of nominees shall be recognized in the order deemed appropriate by the chair.
6. The mover shall be given two (2) minutes to move the nomination and the seconder shall simply state his or her name and the name of the person he or she is seconding. The seconder will not be given an opportunity to address the audience.
7. The chairperson shall call three (3) times for nominations for each position, there being none, nominations are declared closed. (Refer to **Electoral Procedures – Call for Nominations**).
8. All properly nominated persons shall be given five (5) minutes to address the members if they so wish.
9. The speaking order of the nominated candidates will be determined by the chairperson.
10. All candidates can provide at least one (1) scrutineer for the vote count.
11. In order for a winner to be declared they must receive 50% plus one (1) of the valid votes cast on that ballot.
12. If more than two (2) candidates are running and there is not a clear majority, the person with the lowest number of votes recorded is automatically dropped and the voting procedure is repeated.



Electoral Procedures – Call for Nominations

To be read to those in attendance by the Search Committee Chair/Designate of the Executive.

Repeat the following script to call for nominations for each position on the Executive:

I would like to call for nominations for the position of:

- President
- Vice-President
- Treasurer/Official Agent
- Secretary
- Fundraising/Liberal First Chair
- Membership Chair
- Communications Chair
- Policy Chair
- Election Readiness Chair
- Members at Large

Are there any nominations for the position of _____?

May we have a seconder?

Are there any further nominations? First, second, third (final) call.

There being no further nominations, I declare nominations closed.

I would like to introduce your candidates for the position of _____, etc., etc.



Rules, Regulations, and Standards for Electing Officers – Voting Information and Counting Procedure

Voting Information for Members – to be read to those in attendance by the Search Committee Chair/Designate of the Executive.

1. Only those individuals who are registered and in possession of a ballot are entitled to vote.
 2. Voting members will be directed to the voting place and will be given a five (5) minute notice prior to the closing of voting.
 3. No individual shall cast more than one ballot per round of voting.
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Vote Counting Procedure

Identify in advance and list names of people to count the ballots. They will work in pairs. The candidates can also provide scrutineers for each pair of counters. The counting room must be large enough to hold counters, scrutineers, tables and chairs.

The Search Committee Chair or designate of the Executive will be the final arbiter of challenged ballots.

Counting the Ballots

1. Proceed to the counting room.
2. The ballot boxes will be opened, and ballots will be distributed evenly on the counter. The Search Committee Chair or designate of the Executive will instruct you in what order to write the names on the tally sheets.
3. After each ballot is read, separate your ballots into as many individual piles as there are candidates.
4. When you run out of ballots, if other counters still have an excess number to count, the Search Committee Chair or designate of the Executive can provide you more to count.
5. When you are counting, scrutineers have the privilege to observe and challenge, but not to interfere.
6. When you finish your count, add up your totals and record them in the right-hand margin.
7. Count your individual ballot papers, which should match your numbers on the tally sheet.
8. Sign the tally sheet, which the Search Committee Chair or designate of the Executive collects.
9. Do not disclose the results outside the room.
10. The ballots and tally sheets stay together.

Electoral Procedures – Procedure for Announcing Results and Ballot Results Form

Procedure for Announcing Results:

1. Fill out ballot results form. (Refer to **Electoral Procedures – Ballot Results Form**).
2. Search Committee Chair or designate of the Executive records results.
3. Search Committee Chair or designate of the Executive announces results.
4. Search Committee Chair or designate of the Executive calls for motion to destroy the ballots.

Please note: If no one candidate gets 50% plus one (1) of the valid ballots cast, it may be necessary to have more than one ballot. Follow procedure for voting and ballot counting, announcements, etc., as previously indicated.

Ballot Results Form – to be completed and read to those in attendance by the Search Committee Chair/Designate of the Executive.

I have the results from the first ballot, and they are as follows:

Total number of registered delegates:

Total number of ballots issued:

Total number of spoiled ballots:

Total number of votes required to win:

In numerical order the results are as follows: (Lowest to Highest)

I would like to introduce to you, your executive members for (**RIDING NAME**).

Call for motion to destroy the ballots.

A ballot shall be rejected if:

- It was not supplied by the Search Committee Chair or designate of the Executive
- It was not marked for any candidate
- It was marked for more than one candidate
- It was marked as to render it uncertain for which candidate the delegate has voted
- Has any marking by which the voter can be identified

The Search Committee Chair or designate of the Executive is the final judge to determine whether a challenged ballot is accepted or rejected.

The ballot to be accepted must clearly indicate what the voter intended as a choice.

Liberal

<p>Liberal</p> <hr/> <p>VOTE FOR ONE ONLY</p>	<p>Liberal</p> <hr/> <p>VOTE FOR ONE ONLY</p>
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