



7. GUIDELINES FOR THE TELLERS AT THE ACI AGM

VOTING SYSTEM

- a) Secret Ballot - Election of Officers
 - to accept an invitation to host the ACI Conference
- b) By Show of Hand - New Rules
 - Amendments to existing rules
 - Full or Associate membership

Abstentions do not count - they are neither votes in favour nor against the motion. All the calculations are made on the votes cast and not persons present.

75 % (3/4) majority of the votes cast is needed (... votes)

- to accept a report
- to pass a new rule or alteration to an existing one
- to pass a rule regarding finance
- to accept an alteration to the Standing Orders of the ACI AGM
- to adopt the minutes of the previous AGM

A straight majority (1/2 plus one vote) is needed (... votes)

- to accept an amendment on a proposal
- to withdraw an item from the agenda
- to accept the agenda
- to elect an officer
- to accept an invitation to host the ACI Conference
- Full or Associate Membership

It is up to the tellers - supported by the Minutes Secretary- to count the show of hands and the voting in secret ballot, and then inform the ACI President of the results.

HOW AND WHEN TO ANNOUNCE THE RESULTS OF THE VOTING FOR OFFICERS

When the votes of elections have been counted, give the result of the counting to the President of the AGM – written on a piece of paper, where it is stated as follows:

The names of the winning candidates are:

1. ACI Secretary (for the year 20...-20...)
2. ACI Treasurer (for the year 20...-20...)
3. ACI Vice-President (for the year 20...-20...)

Tellers receive from the President, casting votes in sealed envelopes for:

- ACI Vice-President
- ACI Secretary
- ACI Treasurer

In the sealed envelope are also the casting votes for any other item that will need a secret ballot vote.

These are only opened in the event of a tie. If these casting votes are not needed, they should be returned to the President at the end of the AGM.

All voting slips have to be destroyed after elections.

SINGLE TRANSFERABLE VOTING SYSTEM

If there are more than two candidates to any office of ACI, proposals for a new ACI Charity Project or application to host ACI Conference, a SINGLE TRANSFERABLE VOTING SYSTEM is used.

Voters are asked to state their choice of candidates in order of preference on a voting slip (the ACI Secretary should have made voting slips for this occasion, where numbered lines have been made for this purpose).

Votes are counted according to the first choice. If there is no 50% majority for any one person (or proposal) at this stage, the person/proposal having received the fewest votes (=first choices) is eliminated and her votes are re-allocated according to the second choice stated on the papers. This procedure is followed until one candidate achieves the required 50% of votes, in which case she is duly elected.

- If there are only three candidates it is not usually too complicated, as when one candidate has been eliminated her second choice votes are allocated between the remaining two so a majority is usually achieved.
- The problems can arise when there are more than three candidates. In the case of a tie, the Chairman has a casting vote.

Advantages

- The result is obtained without the meeting knowing in what order the candidates were placed, other than the winner.
- The votes are only cast once, which saves time.
- A candidate is elected on a majority vote, even though some of the votes are transferred votes.

Disadvantages

- It is a complicated system to administer and particularly so when only a few votes are cast.
- Those who vote do not always understand what they should do and Tellers sometimes have problems with the count as various complications can arise regarding who should be eliminated, when there are equal numbers at the bottom of the poll etc.
- This system can produce a successful candidate who is not necessarily the favourite on the first count, but who most people choose as their second choice because she is fairly acceptable to most of them - a "middle of the road" candidate in other words.

Casting Vote

The ACI President should state her choice in order of preference so that if there is a tie between the last two after votes have been transferred, the name highest on her list that is still standing will be given the casting vote. THIS VOTE SHOULD BE WRITTEN ON A PIECE OF PAPER AND SEALED IN AN ENVELOPE, to be opened only in the event of a tie in the voting.

Voting on the ACI AGM

(Example of the ACI AGM)

1. OPENING OF THE MEETING

2. INTRODUCTION OF THE ACI BOARDMEMBERS

3. INTRODUCTION OF EACH COUNTRY'S COUNCILORS

4. INTRODUCTION OF PAST ACI OFFICERS AND GUESTS

5. APOLOGIES AND GREETINGS

6. STATEMENT THAT THE MEETING HAS BEEN DULY CONVENED AND THAT THE MEMBERS FORM A QUORUM (ACI rule 33)

7. SPEECHES BY GUESTS.

8. ANNOUNCEMENT OF THE MINUTES SECRETARY AND THE TWO TELLERS OF THE MEETING

9. CONFIRMATION AND ADOPTION OF THE AGENDA 20..

Voting by show of hands : $\frac{1}{2} + 1$ votes = votes

10. CONFIRMATION AND ADOPTION OF THE STANDING ORDERS GOVERNING THE ACI AGM

Voting by show of hands : $\frac{1}{2} + 1$ votes = votes

11. CONFIRMATION AND ADOPTION OF THE MINUTES OF THE .. ANNUAL GENERAL MEETING HELD ON THE ...IN ...

Voting will take place by show of hands : 75% of the cast votes are needed, votes.

12. MATTERS ARISING FROM THE MINUTES OF THE .. ACI AGM

13. REPORT ACI PRESIDENT

14. REPORT ACI VICE PRESIDENT

15. REPORT IMMEDIATE PAST PRESIDENT

16. REPORT ACI SECRETARY

Voting on the combined report will take place by show of hands : 75% of the cast votes is needed, votes.

17. FINANCIAL REPORT TREASURER

15.a. Report of the auditor

15.b Financial ACI – year ...

Voting will take place by show of hands : 75% of the cast votes is needed, votes.

15.c. Budgets ...

Voting will take place by show of hands : 75% of the cast votes is needed, votes.

15.d. Captitation fees date of payment

18. AMENDMENT SUBMITTED BY

Voting will take place by show of hands : 75% of the cast votes is needed, votes.

19. EN BLOC VOTING OF THE RENEWED RULES AS PROPOSED BY THE ACI BOARD

Voting will take place by show of hands : 75% of the cast votes is needed, votes.

20. PRESENTATION OF THE RENEWED LOGO AND BANNER OF AGORA CLUB INTERNATIONAL

Voting will take place by show of hands : $\frac{1}{2} + 1$ votes = votes

21. PRESENTATION and VOTING FOR THE COUNTRY THAT WILL ORGANISE THE ACI CONFERENCE ...

Hand out voting slips when President asks you.

Collect and count them. Make sure it is the correct voting slip!

Voting by secret ballot and straight majority : $\frac{1}{2} + 1$ votes = votes

REQUEST FOR HOSTING THE AGORA CLUB INTERNATIONAL CONFERENCE 20... BY AGORA CLUB ...	YES	NO
WE WOULD LIKE AGORA CLUB ... TO HOST THE ACI CONFERENCE 20..		

22. PRESENTATION and VOTING FOR THE COUNTRY THAT WILL ORGANISE THE ACI CONFERENCE 20..

Hand out voting slips when President asks you.

Collect and count them. Make sure it is the correct voting slip!

Voting by secret ballot and straight majority : $\frac{1}{2} + 1$ votes = votes

REQUEST FOR HOSTING THE AGORA CLUB INTERNATIONAL CONFERENCE 20.. BY AGORA CLUB ...	YES	NO
WE WOULD LIKE AGORA CLUB .. TO HOST THE ACI CONFERENCE 20..		

23. MEMBERSHIP TROPHY

24. PRESENTATION AND ELECTION OF ACI OFFICERS 20..-20..

ACI BOARD 20..-20..			YES	NO
INTERNATIONAL SECRETARY		AC		
INTERNATIONAL TREASURER		AC		
INTERNATIONAL VICE PRESIDENT		AC		
INTERNATIONAL PRESIDENT		AC		

Voting slips are in voting envelopes of councilors.

Collect and count them. Make sure it is the correct voting slip!

Voting by secret ballot and straight majority per officer : $\frac{1}{2} + 1$ votes = votes

Fill in the paper with the results of the voting and hand it to President

25. PRESENTATION OF AGORA CLUB ... i.f. and AGORA CLUB ...i.f.

2 x Voting by show of hands : $\frac{1}{2} + 1$ votes = votes

26. REPORT INTERNATIONAL SERVICE PROJECT

Voting will take place by show of hands : $\frac{1}{2} + 1$ votes = votes

27. REPORTS OF MEMBERS COUNTRIES

28. ANY OTHER BUSINESS

29. AGENDA ACI YEAR 20..-20..

30. RESULTS AND ANNOUNCEMENT OF THE VOTING

31. INSTALLATION OF THE NEW INTERNATIONAL BOARD

32. INCOMING PRESIDENT'S ADDRESS

33. DATE AND PLACE OF THE NEXT INTERNATIONAL AGM

34. CLOSURE OF THE MEETING

