

# AWC Business Meeting

Thursday, June 20, 2024 | 4 to 5:45 pm  
Hilton Vancouver conference center and online

## Meeting rules, voting procedures, and technical requirements

### Designation of voting delegates

Cities may designate up to three voting delegates. A list of cities with registered voting delegate(s) are on the [AWC website](#), along with the number of delegates and voting delegate registration, substitution, and cancellation. To receive the practice vote and meeting materials, voting delegates should be submitted by 5 pm, on June 13. All registrations and substitutions must be submitted by 2 pm on June 20.

### Voting delegate technical requirements

Voting delegates can participate in the AWC Business Meeting in person or online. Only voting delegates will have access to the voting platform when the election window is open. Voting delegates, whether in person or online, will vote via the online platform through Association Voting for contested races. Voting delegates must have the ability to access Association Voting in a browser with either a mobile device or a computer.

Voting delegates will receive an email from “Association Voting” with the access link and their credentials to participate in the online voting. AWC staff will be on site and online to provide technical assistance, if needed. If a voting delegate attends the Business Meeting in person and is not able to access Association Voting via a mobile device, AWC will provide a limited number of computers for voting. There will be staff onsite to support voting delegates at the conference center and staff online to support remote voting delegates.

### AWC Business Meeting attendance

We welcome and encourage all AWC members to attend the Business Meeting, regardless of their attendance at the AWC Annual Conference. However, only registered voting delegates may vote. Online attendees may join the Zoom meeting through the Annual Conference app or from the [AWC website](#).

Business Meeting materials are available on the Annual Conference app or the AWC website. In order to be recognized to make a motion or make a comment, in-person voting delegates should proceed to the microphone and wait to be recognized. Online voting delegates will use the

“raise hand” feature within the Zoom meeting and wait to be recognized. Comments must be limited to two minutes.

### Candidate nomination and election procedures

The Nominating Committee will forward a list of candidates for each open position on the Board of Directors. The President will call for nominations from the floor, once for each position, and then declare the nominations for those positions closed. If a nomination is received from the floor, AWC staff will add the nominee's name to the election for the appropriate position. Per the AWC Bylaws, nominations from the floor are not allowed for the positions of AWC President, Vice President, Secretary, and the single-city district positions. The AWC Board elects the Secretary, and single-city district representatives are chosen by their legislative body.

Nominees in person at the meeting location will each be given up to two minutes to address delegates.

The President will call for a yes/no vote for all uncontested positions via a voice vote and will declare those nominees elected. During the voice votes, online voting delegates will use the raise hand feature to register their vote.

Voting delegates will vote for each contested position using Association Voting. The results of the election will be announced when voting closes.

If there is a contested position with more than two candidates, and no candidate receives more than a 50 percent majority vote on the first vote, a run-off election will be conducted between the two candidates receiving the greatest number of votes on the first vote. Voting will be open for at least five minutes. With one minute remaining, the parliamentarian will note remaining time.

### Adoption of proposed updates to the AWC Statement of Policy

The Statement of Policy is AWC's foundational policy guidance document. Per the Bylaws, the Statement of Policy Committee reviews the document and recommends updates to the

membership every four years.

The proposed Statement of Policy, as recommended by the Statement of Policy Committee for consideration of adoption at the Business Meeting, is available on the [AWC website](#).

**Per the AWC Bylaws, no revision to the Statement of Policy may be made unless the amendment is submitted in writing 24 hours prior to the meeting. Any AWC member may propose an amendment by completing the form by Wednesday, June 19, at 4 pm.** Amendment forms for the AWC Statement of Policy are available on the [AWC website](#) in advance of the Business Meeting.

**During the meeting, the President will call on the proponent of the amendment, who must be present** in person or online, **to bring a motion for the amendment before the membership. Each amendment must have a second. Comments must be limited to two minutes, and each member may only speak once** on each amendment.

Voting delegates will vote on any amendments proposed by the deadline through the voting platform. After the vote on amendments is complete, the Statement of Policy will be adopted as recommended by the Statement of Policy Committee or as amended. Online voting delegates will use the raise hand feature to register their vote.