

Leadership Succession: Consensus-Based Template

Club Name	<i>[Club Name]</i>
Meeting Date(s)	
Meeting Location	<i>[Location, including virtual options]</i>
Notification of Members	<i>Date Members Notified: [Date] Method of Notification: [e.g., email, social media, club meeting, etc.]</i>
Preparation	<i>Informed members of the meeting date at least one week in advance. Virtual options provided.</i>
Student Numbers & Full Names of attendees	
Position(s) with Multiple Applicants [List position(s) where multiple people applied]	
Decision-Making Process for Multiple Applicants	<i>-If multiple applicants exist for the same position, the following process will be used:</i> <i>- Open Discussion: All applicants will have an opportunity to present themselves to the membership and answer any questions.</i> <i>- Consensus Discussion: Members will discuss the strengths of each applicant in relation to the position.</i> <i>- Voting (if necessary): If consensus is not reached, a vote will be held. Voting method: [e.g., first-past-the-post, vote of confidence].</i>
Outcome	<i>Consensus Achieved: [Yes/No]</i> <i>If no consensus, [Voting Result]</i>

Selected Executives	<i>President: [Name, Student Number and CMAIL]</i> <i>Vice President Finance/Treasurer: [Name, Student Number and CMAIL]</i> <i>Other Roles: [List name(s), Student Number(s) and CMAIL(s)]</i>
Submission to Student Groups Administrator	<i>Report and meeting minutes emailed to the Student Groups Administrator.</i> <i>Submission Date: [Date]</i>