

COLNE YACHT CLUB

CLUB BYE LAW IN RESPECT OF VOTING PROCESS

Adopted 12th March 2015 by Main Committee

Club House

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The following are a Bye Law adopted by the Main Committee at its meeting of 12th March 2015.

- 1 The Honorary Secretary shall be the Chief Election Officer, shall oversee the process of voting, shall announce the results of all elections and shall take possession of all voting papers and materials immediately after the vote is counted.
- 2 The Election Officer shall be appointed by the Main Committee no less than 21 days in advance of any Annual or Extraordinary Meeting.
- 3 The Election Officer will not be an Officer, Past Officer or a current member of the Main Committee.
- 4 The Honorary Secretary shall advise the members in the material sent to each member in respect of the Annual or Extraordinary Meeting of the name of the Election Officer.
- 5 The Election Officer shall be supported by between 4 and 6 members of the Club as Counters none of whom will be an Officer, Past Officer or a current member of the Main Committee.
- 6 The Chief Election Officer, Election Officer and Counters shall complete their own voting in the matters requiring votes on a Postal Voting Proxy Paper in advance of the meeting and all such papers shall be held by the Election Officer.
- 7 The Election Officer shall receive all Postal Votes, still in their envelopes as received, from the Club Administrator at the start of the meeting.
- 8 The Honorary Secretary shall send to all members a Postal Voting Paper, in a distinctive colour, that shall have the option of en bloc vote and a supplementary Voting Paper if an individual vote for each candidate or matter is needed on the day of the meeting.
- 9 The Honorary Secretary shall ensure that an envelope clearly marked "Voting Material" shall be provided with the voting papers to each member as well as a clear instruction over the timing of delivery, the use of a substitute envelope and its marking and the statement that it will not be the responsibility of the Club if any Voting material is no received by the Club in due time.
- 10 In accordance with the Constitution dated 27 September 2014 under clause 8.8 members may make representations for a late Postal Voting paper or papers to be accepted by the Chair of the meeting in exceptional circumstances. The Chair of the meeting shall have full and final authority to accept or reject any such representations.
- 11 All persons attending the meeting shall be checked, as being fully paid up and time served members, and only such members shall be allowed to be present at the meeting.
- 12 Those members who are fully paid up and of sufficient membership duration shall be presented with two Voting Papers in a distinctive colour, other than that used in the Postal Voting Paper, one for en bloc voting and the other for individual matter and

person voting where each matter shall be recorded on a separate piece of paper.

- 13 The first matter of the Agenda will be the opening and validation of the Postal Voting Papers as being received from members who are fully paid up and of sufficient membership duration as well as the Voting Paper being fully and properly completed.
- 14 These Postal Voting Papers with incomplete votes will have that individual item treated as an abstention. Those in the opinion of the Election Officer that are incorrectly completed will be discarded. None of the Postal Voting Papers will be counted at this time.
- 15 The second matter on the agenda shall be the Chair's decision on any late voting applications. The Chair's decision shall be final.
- 16 The Chair of the meeting will at the point of vote on a matter en bloc shall call on the Election Officer to count the votes of those Postal Voting and also the votes of the Chief Election Officer, Election Officer and Counters.
- 17 The Counters, or some number of those selected, will count the show of hands in allocated areas of the meeting room and shall call the votes to the Election Officer.
- 18 The Election Officer shall, assisted if necessary by one or more of the Counters, summarise the Votes and reconcile them to the total attendees and Postal Voting Papers.
- 19 The Chief Election Officer shall announce the votes counted for and against, if the matter is carried or lost and if the matter has received a sufficient margin for the vote to be carried.
- 20 The Chair may exercise a single additional vote to close a matter and their sole discretion.
- 21 Where an en bloc vote is insufficient to resolve the matter the Voting Papers will be completed by the members present and collected by the Counters, or some of those selected, who shall withdraw from the room and count the votes. Each block of votes will be counted by two counters who shall agree on the totals which shall be passed to the Election Officer for inclusion in the overall totals including those votes of those Postal Voting and also the votes of the Chief Election Officer, Election Officer and Counters.
- 22 The Chief Election Officer shall announce the votes counted for and against, if the matter is carried or lost and if the matter has received a sufficient margin for the vote to be carried.
- 23 At the completion of the voting process the Chief Election Officer shall announce the full results of the various votes taken, a note of which will be posted on the Club's website within 7 days of the meeting.
- 24 At the completion of the voting process the Chief Election Officer shall take possession of all voting materials and papers, which shall be held securely, and confidentially.
- 25 Any member in attendance may appeal the result of any individual vote and request a recount within 24 hours of the end of the formal meeting.

- 26 The Chief Election Officer and Election Officer shall recount any appealed count within 48 hours of being advised of the appeal process.
- 27 In the event that the count taken is found to be incorrect to the degree that the vote would have been overturned or gained insufficient votes to be passed the result shall be declared invalid for only that specific matter.
- 28 The Main committee shall at its next meeting consider the matter of the invalid vote and it shall decide to reconvene the meeting for the one matter or shall defer the matter until the next Annual Meeting at its discretion.
- 29 In the event there is no appeal then all voting materials shall be burnt or securely shredded within 7 days of the meeting by the Chief Election Officer.
- 30 Where a specific vote is declared invalid all other voting materials shall be burnt or securely shredded but the Chief Election Officer shall retain those of the specific invalid vote until the matter of the inaccuracy has been properly examined and explained to the satisfaction of the Main Committee.
- 31 On the instruction of the Main Committee the Chief Election Officer shall burn or securely shred the papers relating to the matter of the invalid specific vote.