



## PROCEDURE FOR COUNTING VOTES AT THE AGM

*(reviewed August 2011)*

Invariably a club will need to conduct a ballot at the Annual General Meeting for electing members to various committees. It is important to have set in place ground rules for conducting a ballot and to see that these rules are strictly observed. Failure to see yourself as the secretary and chairman can result in much bad feeling at the meeting or even worse.

- It is best to engage some helpers on the night and see that each member signs in and those entitled receive their voting papers. These should be strictly controlled and care must be taken to see that no members receive more than one paper.
- Unless you have proxy voting in which case you should have received the necessary proxy form prior to the meeting then it must only be one person one vote.
- Scrutineers should always be appointed by the meeting and must never include either members of the committee, candidates or their proposers and seconders. They should collect the votes on the directions given by the chairman and retire to a suitable room to count the votes.
- On completion they should fill in and sign a suitable form and return this to the chairman of the meeting making sure that they do not show the results to other members before the chairman.
- In the event of ties these will be decided by the chairman of the meeting in line with the rules of the club. You must therefore make sure that the chairman is fully aware of the procedure to take in the event of this happening.
- The result of the ballot in some way should be posted on the notice board after the meeting so that members not at the meeting are aware of the result.
- The ballot papers should be held for a set period before being destroyed should any members demand a recount.

By observing the above simple rules you will make sure that your meeting goes without any real hitches and those members present will go away feeling the club is in safe hands.

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