



Voting Process for a Special General Meeting

The club has taken advice on the process it needs to follow at an SGM to comply with the constitution.

Based on this advice we have received we can inform members that:

Members with voting rights will need to be present at the SGM in order to vote, the constitution does not allow for either remote or proxy voting.

The advice received suggests the following process needs to be followed:

1. The SGM can be called by either the Board, or 30 members. These are alternatives. Your board can call the SGM.
2. The notice period of at least 7 days must be given. To avoid debate about what days are included, I would always advise to not count the day the notice posted and to not count the actual day – that way, on any interpretation of the rule you have given the required notice. There is no reason not to communicate the notice by other means in addition to Notice Boards and Newspapers – e.g. on your website, and/or by email mailout.
3. Voting must be in person (see next point also), and your Rules do not provide for proxy voting.
4. As to the method of voting, the Rules provide for voting by hand (Rule 22.3) unless any five (or more) Voting Members present

demand a ballot. In practice this does mean you would need to have sufficient ballot papers available for use.

5. A meeting provides an opportunity for people to hear the motion/s presented, hear arguments for and against, and express concerns or ask questions. That then follows with the vote (by hand or ballot), during the meeting.
6. If more than the allowable maximum are expected, the Club would need to either hire a bigger venue or make an arrangement for overflow, e.g. if it's a nice day there's nothing to say you can't hold the meeting in the club house but flowing outside – so long as people can hear, and speak (in person), the meeting would still be valid.