

Conduct of Elections SCRS May 2018

Should there be a conflict between the society rules and the content of this document, the society rules shall take precedence. Should a situation occur on the night that requires a variation to these rules they may be varied by unanimous show of hands by all voting members present. This exception does not extend to the society rules which cannot be varied under any circumstances.

- The date and location of the Annual General Meeting (AGM) will be announced in the club newsletter at least 1 calendar month beforehand.
- Voting shall be conducted in person only. Those with medical conditions that prevent them from voting may nominate another member to vote on their behalf. This must be registered with the secretary in writing at least five days before the vote takes place and in the case of a temporary condition medical evidence shall be provided.
 - Everyone entering the room shall be recorded in the attendance book. Those eligible to vote will be checked against the current membership list and given an identifying 'mark'. Those officially voting for someone else will also be given the identifying 'mark' of that person.
 - Lapsed members from the previous year shall be eligible to vote if their subscription is paid on entry.
 - Members who have paid subscription but whose applications have not been approved at a committee meeting are ineligible to vote.
- A returning officer and deputy who will conduct the election shall be nominated by the membership present from those present excluding nominees.
 - Nominees will be given 3 to 5 minutes each, should they wish to make a presentation to the membership.
 - A pre-printed ballot form shall be given to each voting member for each position with clear instructions on the voting process.
 - Any nominees who decide to withdraw from the election at short notice shall have their name struck, in ink, from each ballot form.
 - The ballot is secret and members should be reminded not to make any identifying marks on the ballot papers.
 - Once each member that wishes to vote has marked their ballot paper, they should fold it and hand it to returning officer or their deputy.
- Once all the ballot papers have been collected.
 - The count is to take place within full view of the members.
 - Any spoiled papers shall be removed before the vote is counted.
 - Papers with more votes than permitted will be deemed spoiled.
 - Papers that have written letters, numbers or drawings will be deemed spoiled.
 - The returning officer will make final judgement.
- The votes cast will be counted by the returning officer and then validated by the deputy returning officer.
- The returning officer shall announce at the meeting the results of the election which will be recorded in the AGM minutes.
- All ballot papers will be sealed in an envelope and retained by the Secretary for a period of 1 year in case of future query.

Any persons wishing to complain about the way the election was conducted may do so, in writing to an officer of the society within 7 days.