

Meeting: Nuleaf Steering Group
Date: 15th September 2022
Item: 6
Subject: Voting procedures for online elections
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1. Introduction

Nuleaf's meetings have moved predominantly online since the outbreak of Covid. Although, the format of meetings is reviewed annually, it is highly likely that a significant proportion of meetings will remain online, therefore the procedures for carrying out a vote to elect Nuleaf Officers at the AGM needs to be established.

2. Proposed procedure for election of officers at AGM if held online

In advance of the meeting

- I. In advance of the meeting, candidates should submit a short biography and reason for standing for the position. This needs to be with the secretariat by the deadline for candidates to submit nominations and seconds which will be one week before the date of the meeting.
- II. Should there be more than one candidate for each position then an election will take place. The candidates 'pitch' will then be circulated to all elected members representing contributing authorities and therefore able to vote, irrespective of whether they are attending the meeting.
- III. In advance of the meeting the secretariat will send all elected members entitled to vote an email with voting buttons. Contributing members unable to attend the meeting will be able to submit a 'postal vote' which will be held by the secretariat and included in the tally of votes on the day.
- IV. The secretariat will circulate a list to all those attending the meeting noting which authorities are contributing members and so able to vote. Only elected members of contributing authorities are entitled to vote and only one vote per contributing authority.

At the meeting

- V. Candidates will be given the opportunity to speak at the meeting for 2 minutes.

- VI. A period of 10 minutes will be allowed for voting to take place. This is to be done via email. The secretariat will tally the votes, incorporating the 'postal votes' submitted in advance, noting which councils voted so any missing votes can be identified. Once it is confirmed all votes have been received the secretariat will pass the name of the winner to the Chair to announce.