

**Meeting:** Nuleaf Steering Group  
**Date:** 15<sup>th</sup> December 2022  
**Item:** 9  
**Subject:** Voting procedures for online elections  
**Author:** Catherine Draper



## 1. Introduction

1.1 A paper was circulated prior to the Steering Group meeting held on 15<sup>th</sup> September 2022 outlining a proposed method of voting in the election of Nuleaf officers at the AGM if the meeting is held online. (Annex A)

1.2 The Steering Group agreed that the proposals should be submitted to the December for agreement, subject to any amendments or comments which members should submit to the secretariat in a timely fashion.

1.3 No amendments have been received.

## 2. Recommendation

2.1 The proposals, as outlined at the September meeting should be adopted for the election of officers in the case of an AGM being held online.

## **Annex A**

### **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.