

	ANNEXURE F NOMINATIONS AND VOTING PROCEDURE AT GENERAL MEETINGS	2015/03/04
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1. INTRODUCTION

- 1.1 This document explains in detail the process that needs to be followed for Nominations of Office Bearers and the Voting Process at General Meetings

2 NOMINATION PROCESS

- 2.1 Notification requesting for nominations must be sent to all affiliated clubs no less than 21 (twenty one) days before the General Meeting.
- 2.2 Clubs must negotiate with prospective candidates and make sure the candidate is available for the position and willing to stand for the nominated position. East Cape Cycling will assume that all names submitted have gone through this process as described and the person is available.
- 2.3 Nominees names must be sent to East Cape Cycling Secretary no less than 7 (seven) days before the General Meeting. Nominations received after this period will not be considered and eliminated.
- 2.4 One person may not be nominated in more than 2 (two) positions
- 2.5 No nominations will be accepted from the floor on the day of the General Meeting.
- 2.6 The East Cape Cycling Secretary will send a full list of Nominees and Positions nominated in, no less than 5 (five) days to all affiliated clubs.
- 2.7 If no nominations for any positions are received, the General Meeting must be postponed and notification of such postponement must be sent to the affiliated clubs no less than 5 (five) days before the scheduled General Meeting.

3 VOTING PROCESS

- 3.1 The order of positions voted on will be done in the following order:
- 3.1.1 Commission Heads (MTB, ROAD, TRACK, BMX)
 - 3.1.2 Secretary
 - 3.1.3 Treasurer
 - 3.1.4 Vice President
 - 3.1.5 President
- 3.2 Only Affiliated Clubs may vote as per Constitution point 24

- 3.3 Clubs must be present at the General Meeting or a Proxy Voting Form (annexure to this document) needs to be given to an affiliated club that is present at the General Meeting.
- 3.4 The secretary will record which affiliated clubs are present.
- 3.5 The secretary will record which affiliated clubs have submitted proxy voting forms and which affiliated club is voting on their behalf.
- 3.6 All Proxy Voting Forms must be handed in to the secretary before the commencement of the General Meeting.
- 3.7 Voting will be done by means of a paper ballot AND NOT by a show of hands.
- 3.8 When there is only 1 (one) nomination for a position, no voting by ballot is required as the nominee automatically fills the position.
- 3.9 When there are no nominations for a position that position will remain vacant until the next General Meeting.
- 3.10 Each affiliated club will receive one ballot paper for their own vote and the required number of ballot papers for the proxy votes
- 3.11 Only the name and surname of the person being voted for must be filled in on the ballot paper.
- 3.12 An abstention vote must be filled in as "Abstain"
- 3.13 Spoilt ballot papers will be where more than one person's name is reflected
- 3.14 All ballot papers must be folded in half and placed in a suitable box, holder, hat etc.
- 3.15 The secretary and treasurer will count the ballot papers and verify that the numbers of ballot papers are correct against the number of clubs present and proxy voting forms that have been submitted. The secretary will read out the names and number of votes received
- 3.16 When the secretary and treasurer posts are being voted on any two affiliated clubs representatives must do the counting and verifying as mentioned above and read out the names and number of votes received.

4 RESOLVING TIED VOTES

- 4.1 When there is a tied vote, the voting process for that position proceeds into a second vote.
- 4.2 If there was 3 (three) or more nominees for the position, the nominees not part of the tie are eliminated and only voting takes place on the nominees that was part of the tie.
- 4.3 The voting process as described above gets repeated.
- 4.4 In the case of the second vote being a tie again, 4.2 above get repeated.
- 4.5 When there is only 2 (two) nominees on the second vote and it remains a tie, the incumbent President has the deciding vote when the position is not the President's position.

- 4.6 The President will write the name on a ballot paper and hand it to the secretary to read out the name.
- 4.7 When the position being voted on is the President's position and a tie results, the process above gets followed but the President does not have the deciding vote if he/she is one of the nominated persons. The incumbent President then automatically fills the position. If the incumbent President is not one of the nominated persons for the position, the incumbent President has the deciding vote.
- 4.8 The newly elected President immediately takes over the running of proceedings at the General Meeting

Document History

March 2015 Document created



EAST CAPE CYCLING PROXY VOTING FORM

2015/02/06

Club Giving Proxy:

Meeting of: (yyyy / mm / dd)

Hereby Appoints:

From Club:

And failing him / her:

From Club:

as our proxy to represent the club and to vote on any matters at the meeting listed above, and any adjournment thereof and to act in our stead, authorizing this person fully to do all things that we could or might do if personally present.

Further, we hereby revoke any proxy or proxies previously given by our club to any person or persons.

Chairperson's Name and Surname:

Chairperson's Contact Number:

Chairperson's Email:

Signature Chairperson:

Date: