

## **POLICY NUMBER: 2**

### **Voting Procedures at General Meetings**

#### **Background:**

In accordance with the requirements of the governing documents of the Alliance (Memorandum of Understanding and Articles of Association), each Full Member in good standing is entitled to cast one vote either in person or through a proxy as described in the governing documents. While Associates may speak at general meetings, they are not entitled to vote. Ordinarily, votes will be conducted by a show of hands, or voting cards, of those present and entitled to vote. However, on occasions, a secret ballot may be deemed appropriate, for example when the number of nominees for directorships exceeds the number of available places or there is more than one nominee for a post such as Chairperson.

Information regarding the nominations received for the position of Chairperson or directorship will be distributed to members at least one month prior to the date of voting. This will enable Full Member organisations to discuss nominations with their respective Boards of management and thereby advise the voting delegate.

#### **Policy:**

Ordinarily, voting will take place in an open, transparent manner by a show of hands or voting cards, each full member organisation in good standing being entitled to cast one vote either for or against a properly proposed and seconded motion. In situations where a secret ballot of members is deemed appropriate, such as those outlined above, members will be invited to submit their votes in written form and the votes will be counted and cross checked by an employee of the Alliance and at least one other neutral person in attendance at the meeting who is not a member or associate of the Alliance.

#### **Procedure:**

In cases of a secret ballot, one voting form will be distributed to each member organization per ballot. Each voting form will be prepared ahead of time and marked in pencil to verify their authenticity. To avoid any risk of tampering, the ballots themselves will be prepared by an employee of the Alliance and will not be available in print or electronically before the vote takes place.

Although entitled to send two delegates, each Full Member Organisation is entitled to cast only one (1) vote. In the case of a vote for an office holder such as Chairperson, the vote will be made on a prepared ballot paper on which the organization will indicate its preferred nominee by making a mark (normally a cross) against that person's name on the paper. Only one nominee can be voted for; ballot papers indicating more than one person will be considered as "spoiled" and will not be counted.

In the case of a vote for Directors where the number of nominees exceeds the number of places available, the eligible member organization will be entitled to vote for as many people as there are vacancies on the Board by making a mark against each preferred nominee's name on the prepared paper up to a maximum number of votes equal to the number of places available. Ballot papers nominating more people than there are places available will be considered as "spoiled" and will not be counted.

Completed ballot papers will be collected by an employee of the Alliance and the votes cast for each candidate will be counted and cross-checked by him/her and at least one independent scrutineer to ensure fairness and neutrality. The results will be supplied to the acting chair of the meeting to be announced. In accordance with the vote taken at the Alliance Meeting in 2015, it will not be deemed appropriate for the number of votes cast per candidate to be made public, nor will it be appropriate to identify how organisations cast their particular votes.

*Endorsed by the Board of the International Alliance of ALS/MND Associations*

Signed:

A handwritten signature in black ink that reads "Carol Birks". The signature is written in a cursive style with a large, stylized initial 'C'.

(Chair)

Approved by the Board: April 2016