



POLICY DOCUMENT	
<b>Policy:</b>	Distance Voting
<b>Last Review Date:</b>	17 March 2016
<b>Reviewed By:</b>	Committee

In the event of a contested election distance voting is permitted by completing and returning a ballot paper to the Honorary Secretary, who is responsible for the running of all elections. The procedure for distance voting shall be as follows:

- Notification of the AGM shall be sent via electronic and postal mailings four to five months prior to the date of the AGM.
- This notification shall detail a nominations period which shall last for three to four weeks.
- At the Committee Meeting following the close of nominations, the Committee is permitted to fill any vacant posts with its own nominations as it sees fit, but is under no obligation to fill all posts. However, the Committee may not put forward a candidate for a post where there is already one or more fully-nominated candidates at the close of the nominations process.
- A further mailing with the AGM papers would then inform the Membership of the candidates for the AGM and, in the event of more than one candidate for a post, give details of how to apply for a distance vote if a Member wishes to vote but cannot attend, with sensible deadlines set for requests and returns of ballot papers.
- Any requests for a distance vote received are subject to verification by the Honorary Secretary that the request comes from a genuine Member and once satisfied of this a ballot paper is sent.
- Ballot papers sent out are numbered for identification purposes.
- Once the ballot paper is returned to the Honorary Secretary, he retains this ballot paper until the AGM.
- On the day of the AGM the Honorary Secretary checks to see whether the distance voter is present at the meeting. If the voter is present, the ballot paper that has been sent in is easily identified by the number on it and is removed before the main ballot takes place.