



Revised 2 July 2021

## Military Brotherhood MMC Dated

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### Standard Operating Procedure (SOP)

#### 16

### Voting at General meetings and Annual General Meeting (AGM).

1. **Voting** - Each Sub-Branch will conduct a general monthly meeting and an Annual General Meeting (AGM) of all members (Service and Sierra).
  - a. **Annual General Meeting** - Only financial Service members will be eligible to vote on Club matters.
    - i. Financial members who have taken leave/extended absence for a break from the club have no voting rights.
    - ii. Financial members who have approved leave/absence from the AGM for holidays may be eligible to mail/absentee vote. This option is to be managed by their individual sub branches.
    - iii. The SB secretary is to notify to all SB members of the AGM at least 30 days prior to the date of the AGM. A nomination form is to be sent out with this notification.
    - iv. Nominations for positions are to be received by the SB Secretary NLT 15 days prior to the AGM. These nominations are to be distributed to all SB members 14 days prior to the AGM.
    - v. Nominations will only be taken on the day for a position if there are no nominations received for that position by the secretary.
    - vi. 50% of the of the Sub Branch financial Service Members are required for a quorum.
    - vii. Any vote taken on a nomination/motion can only be carried or denied if 51% or more of the quorum present vote for or against.
    - viii. Prior to any voting a member of the SB is to be nominated as the chairperson to conduct the voting process and all positions are to be declared vacant.

- ix. It is recommended that nominated members do not witness the vote so nominated members are to leave the room while the vote is held.
  - x. If 1 or more members are nominated and the vote is tied the nominated members are to leave the room and a secret ballot is to be conducted.
  
  - xi. Absentee votes may be accepted but must be received by the SB secretary NLT 5 days prior to the AGM. They may be hand delivered, delivered by post or by electronic means.
  - xii. If only one nomination is received that member to be elected still need to be voted in.
- b. **General Meeting** - All members will have a say on Sub-branch activities. Only Financial Service members have a vote on Club matters.
- i. Financial members who have taken leave/extended absence for a break from the club have no voting rights.
  - i. Financial members who have approved leave/absence from the AGM for holidays may be eligible to mail/absentee vote. This option is to be managed by their individual sub branch
  - ii. The president holds the casting vote and therefore does not vote unless required to.
  - iii. 50% of the of the Sub-Branch financial Service Members are required for a quorum.
  - iv. Any vote taken on a nomination/motion can only be carried or denied if 51% or more of the quorum present vote for or against.
  - v. If a tied vote should occur the vote is to be finalised by the president/chairperson utilising their casting vote should be taken in the negative and maybe re-tabled at a future meeting allowing time for more information to be gathered.