



Military Brotherhood MMC

SOP 16 – Rev May 2025

Standard Operating Procedure (SOP)

16

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

1. **Voting** - Each Sub Branch (SB) 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% plus one of the of the SB financial Service Members are required for a quorum.

- vii. Any vote taken on a nomination/motion can only be carried or denied if 50% plus one 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 one 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 needs to be voted in.~~ If only one nomination is received, that member will be considered the elected member for that position. If a single nominee is eligible and no valid grounds for objection exist under the rules, they are automatically elected to the position once nominations close.
- xiii. Dual or multiple nominations for executive positions are not permitted, except in cases where SOP 1 and SOP 2 allow permissible double-hatted roles for Sub Branches with reduced membership, in accordance with Constitutional paragraph 403. This restriction does not apply to general committee positions, such as Road Captain.

2. General Meeting - All members will have a say on SB activities. Only Financial Service members have a vote on Club matters.

- a. 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 financial branch Service Members are required for a quorum.
 - iv. Any vote taken on a nomination/motion can only be carried or denied if 50% plus one 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.
- 3. Licence Suspension** – SOP 1 outlines circumstances where members may have their voting rights suspended. If a member is subject to a Major Licence suspension, they are ineligible to vote.