Scottish
Association of
Motor Sports Clubs

GUIDANCE ON VOTING PROCESS

To be read in conjunction with the Rules of the Association

This guidance is designed to facilitate the smooth running of the Association and to reflect the typical operating practice adopted at all meetings when dealing with non-contentious proposals or resolutions and non-contested elections or appointments.

However, the guidance does not remove the requirement for a formal vote and/or ballot on any resolution, election or appointment if requested by the Voting Delegate of any club.

i) If there is general verbal agreement to a proposal, the Chair may ask if there are any objections, and if there are no objections, can declare the resolution passed unanimously, without a formal vote.

ii) Voting by roll call – The Secretary should use the Attendance Sheet for the meeting and ask the Voting Delegate from each attending Member Club in turn how they wish to vote. The option to abstain should be allowed. Any valid proxies under Rule 6.14 should be determined before voting commences. Similarly any Member Club whose voting rights have been suspended under Rule 5.5 must be identified before voting commences. After each Member Club entitled to vote has done so, the Secretary should announce the result. If a tie is called, the Chair shall have a casting vote.

iii) Voting by secret ballot at meetings held solely face to face – The Secretary should prepare ballot papers showing the voting options with boxes available for each Member Club to indicate their voting intention, including the option to abstain. As with roll call votes above, proxies and suspensions should be identified prior to the voting process commencing. Once the number of valid votes to be cast has been established, the Secretary should pre-number sufficient ballot papers so that there is one paper per expected vote. The Voting Delegate from each Member Club should then be called forward to collect a numbered ballot paper and their name ticked off against the list of voting clubs. Once each club has cast its vote, the ballot papers should be gathered in and a check carried out to ensure that all pre-numbered papers have been collected. The Secretary and at least one other independent Association Officer (excluding the Chair) should then count the votes cast and announce the result. If a tie is called, the Chair shall have a casting vote.

iv) Voting by secret ballot at meetings held wholly or partially by videoconferencing or equivalent – Where feasible, voting will be undertaken electronically through the use of appropriate polling software applications combined with for “hybrid” meetings a secret ballot within the meeting room.

If a ballot has to be undertaken manually, the following process can be used. The Secretary should prepare ballot papers showing the voting options with boxes available for each Member Club to indicate their voting intention, including the option to abstain. As with roll call votes above, suspensions should be identified prior to the voting process commencing. The Secretary

will email the ballot paper(s) to the Secretary of each Member Club. The Club Secretary must return the completed ballot paper by email to both the Secretary and a named, independent Association Officer (other than the Chair) no later than the deadline stated. This will normally be no less than 48 hours before the commencement time of the relevant meeting. Once the deadline has passed, the Secretary and the independent Association Officer will cross-check, validate and count the ballot papers received. Each Member Club is required to inform the Association of the contact details - name, address, email address and phone number - of the Club Secretary, and the club is responsible if failure to do so prevents the club from being notified of a vote.

The Secretary will announce the result(s) at the meeting. If a tie is called, the Chair shall have a casting vote.

v) Voting by electronic means – The Secretary should send details of the vote only to the Secretary of each Member Club entitled to vote, requesting a response within 14 days. Each Club Secretary should respond using the same message subject string indicating their club's voting intention (including abstentions). Once all replies have been received (or the 14 day voting period has expired), the Secretary should announce the result to all appointed delegates by e-mail. If a tie is called, the Chair shall have a casting vote. Each Member Club is required to inform the Association of the contact details - name, address, email address and phone number - of the Club Secretary, and the club is responsible if failure to do so prevents the club from being notified of a vote.

vi) Should the Secretary and/or the role of Secretary be the subject of a ballot, whether secret or otherwise, at the discretion of the Chair an alternate from the Management Committee may be nominated to undertake the ballot process and the above procedures shall be amended accordingly.

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