

VOTING AT MEETINGS HELD BY VIDEO AND/OR TELEPHONE CONFERENCE

Rule 4.3 of the Official Guide stipulates that, voting except where otherwise provided in other Rules, at General Meetings and Committee Meetings shall be taken by a simple majority of **those present entitled to vote and voting**.

Rule 4.7 provides that video and/or telephone conferencing at Meetings is allowable, when deemed appropriate by the Committee-in-Charge. A Member participating in Video and/or telephone Conferencing shall be considered as being **'present'** at the Meeting. Anyone who has been a delegate to Congress will understand why they must take their voting device with them when if they decide to leave the room in order to comply with the above rules.

It is important, in order to avoid a challenge later that, the committee-in-charge can produce evidence that the voting process was transparent and secure.

How can voting take place during a virtual meeting using MS Teams?

There are several ways this may be done in compliance with Rule i.e. present, entitled to vote and voting e.g.

- By using the chat feature you can ask delegates to register their vote; it is important to have a competent meeting facilitator who can reconcile and record the votes.
- By asking delegates to verbally cast their vote and then confirm, for record purposes, using a Form sent to the delegates email address
- By means of a Form in Teams during the meeting

It is important that:

- the Committee-in-Charge can verify who is present, entitled to vote and voting.
- agreement is reached at the start of the meeting as to how voting will be conducted.
- the Chairperson articulates clearly how the process is going to take place and allows enough time for members to contribute.