



# The Scottish Beekeepers' Association The

The Scottish Beekeepers Association is a Scottish Charitable Incorporated Organisation, registered in Scotland, number SC009345.

## Rules for Proxy and Video Voting, and Trustee Elections

**Note: This document contains four pages**

### Introduction

These rules are in addition to the provisions and terms of the constitution. The Scottish Beekeepers' Association (SCIO) (the SBA) recognises that as a national organisation its membership is distributed across the whole of Scotland. The time and distance required to travel make it physically impossible for many members to attend members' meetings. Therefore the constitution makes provision for members to cast their votes at such meetings by means of the General Secretary acting as proxy on their behalf, with the intention of making it possible for every member to cast a vote at such meetings.

The election of trustees, and their election and appointment as office bearers, is covered in principle in the constitution. The rules given here lay down the process that must be followed with regard to nominations etc. to ensure in particular that members' views are reflected in the election and appointment of office bearers.

### Proxy voting rules

1 Notice of business meetings will normally be published in The Scottish Beekeeper. Although the constitution requires a minimum of fourteen days' notice to be given for any business meeting, this will adequately be covered by publication of the notice of the meeting in the magazine for the month preceding the meeting.

2 Any paid-up member may appoint the General Secretary as proxy to vote on their behalf at a business meeting, in accordance with clauses 51 to 64 of the constitution.

3 Proxy votes may be cast only on resolutions that have been approved by the Board of Trustees prior to the business meeting, or that have been submitted in writing to the General Secretary not less than 28 days before the date of the meeting, and which the Board has agreed may be subject to proxy votes. Such resolutions will be published on the website, and may be requested in writing from the General Secretary, and after publication are not subject to any amendment.

4 Members who want to vote by means of a proxy must complete a proxy voting form in advance of the meeting.

5 The proxy voting form will be available to download from the website, or on request from the General Secretary, at any time from 28 days before the meeting.

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[www.scottishbeekeepers.org.uk](http://www.scottishbeekeepers.org.uk)

[www.sbai.org.uk](http://www.sbai.org.uk)

6 The proxy voting form must include a list of all those resolutions that were approved by the Board, or were notified to the General Secretary 28 days or more in advance of the meeting and that the Board has agreed will be subject to a proxy vote.

7 The proxy voting form must also include the following:

- i) The name and address of the member who is appointing a proxy to vote on their behalf
- ii) A statement to the effect that the General Secretary is being appointed as proxy.
- iii) The date of the meeting at which the proxy is to vote.
- iv) A declaration by the member that the proxy identified on the form is entitled to vote only in accordance with the specific wishes of the member, in relation to each resolution listed on the proxy form.
- v) The member's vote 'for', 'against' or 'withheld' for each of the resolutions listed.
- vi) The member's membership number.
- vii) The member's signature, unless the completed form is submitted by email in which case the email address should be included on the form and will be treated as a signature.

(A sample proxy voting authorisation form is included at the end of these rules)

8 All proxy voting forms must be received by the General Secretary a minimum of seven days before the meeting commences in accordance with clause 54 of the constitution. Any proxy forms that are received after this time will not be admissible, and no attempt will be made to authorise them.

9 The General Secretary will arrange for validation of all proxy authorisations against the SBA membership list. Any member whose proxy authorisation cannot be validated will be advised immediately by the General Secretary that their authorisation is invalid and that their proxy vote(s) will not be cast.

10 The General Secretary will be responsible for ensuring that no person who has submitted a validated proxy form may then vote in person at the same meeting, although the member may be present at the meeting and may take part in the debate subject to the membership rules.

11 Prior to the meeting but not more than seven days before, proxy forms will have their votes counted by tellers consisting of the General Secretary and two other members appointed by the General Secretary. The votes cast for each resolution for, against and withheld must be recorded and, for each resolution, the results written down and placed in a separate sealed envelope, signed on the outside by the tellers. The envelopes will then be placed in the hands of the Chairperson of the meeting at which the resolutions to which they pertain are being voted upon.

12 Each envelope will be opened by the Chairperson of the meeting only after any votes being cast in person at the meeting have been cast and counted. The counts of the proxy votes will be added to those for votes cast in person, and the total made known to those present at the meeting. Neither tellers, Chairperson nor any other person shall make known the counts of proxy votes to any other person before the result of the complete vote has been made known at the meeting.

13 Any proxy forms received at any stage that are not fully completed, or have been completed on behalf of someone who is not an SBA member will be rejected.

14 Following a meeting at which proxy votes have been cast all proxy papers will be re-sealed and treated as confidential. They will be opened only in the event of a formal complaint or investigation, and three months after the vote they will be securely destroyed.

#### **Video-link voting rules**

1 Proxy voting by video link is not permitted under clause 51 of the constitution.

2 Voting via video link will be offered when practicable in accordance with clause 44 of the constitution.

3 Any and every member intending to be present at a business meeting by video link (whether individually or as part of a group) must, in order to be allowed to exercise their vote at such a meeting, advise the General Secretary and the video-link co-ordinator of their intention at least seven days before the meeting, supplying their name, address and membership number.

4 The General Secretary will arrange for validation against the membership register of their entitlement to vote, and if duly authorised will advise the video-link co-ordinator of their eligibility to be present. If the applicant's validity as a member cannot be confirmed, the General Secretary will advise the applicant and the video-link co-ordinator, and the applicant will be denied access to the meeting.

#### **Voting rules for election of trustees and office bearers**

1 Subject to the relevant clauses in the constitution, prior notice of the election of trustees will be published by the General Secretary.

2 At the same time the General Secretary will publish a request for nominations from members for vacant trustee positions, including specific nominations for trustees to hold the offices listed in clause 88 of the constitution.

3 All nominations must be seconded by a member.

4 All nominations must be accompanied by a signed letter from the nominee indicating that they agree to the nomination.

5 All nominees must provide to the General Secretary, for publication, a further statement of not more than fifty words indicating the reasons why they feel that they should be elected as a trustee.

6 Any nominations that are received incomplete, or are proposed or seconded by someone who is not a member, or nominate someone who is not a member, will be deemed invalid and rejected.

7 All trustee elections will be subject to a proxy vote.

**Sample Proxy Voting Authorisation**

I, .....(name) of .....(town of residence) hereby appoint the General Secretary to cast my vote(s) in my name and on my behalf at the business meeting of the Scottish Beekeepers' Association (SCIO) to be held on .....(date of meeting), and any adjournment.

Proxy Name: .....

Proxy Address: .....

**I authorise the General Secretary as proxy to cast my vote(s) only in accordance with my instructions either for, against or withheld as listed below against each resolution to be put to the meeting, and indicated by a cross (X) in the boxes.**

This proxy is to be used in respect of the applicable resolutions as follows:

		For	Against	Withheld
1.	Resolution 1			
2.	Resolution 2 etc.			

Membership Number.....

Member Signature ..... (If you are returning this form by email, please type your email address in place of your signature)

This form can be submitted by personal delivery, post, fax or email to the General Secretary, but must be received by the General Secretary a minimum of seven days before the meeting commences.