

Annual General Meeting voting procedures

In most instances voting at an AGM is a simple process as most AGMs are only attended by a small number of hardy members but this is not always the case.

Regardless of the number of people attending the AGM it is vitally important the voting on resolutions, motions and elections is conducted according to the rules of the club.

Proxy Voting

Many club's under their club rules/constitution allow proxy voting. That means that a member entitled to attend and vote at a general meeting nominates another person, or proxy, to attend the meeting and speak and/or vote on their behalf.

Generally, clubs allowing proxy voting will have a prescribed form which must be signed by the member and provided to Chair of the AGM by a prescribed date.

Methods of voting at an AGM

There are many forms of voting, so again it is important the the secretary and Annual General Meeting Chairperson have reviewed the clubs rules/constitution to see if a method is mandated. If not the chairperson will decide the method of voting which may include:

voices;

- voices;
- show of hands;
- members standing;
- secret ballot; or
- a division (which is people moving to an allocated part of the room based on their vote).

Identifying who can vote

Where AGMs are attended by both members, entitled to vote and those who are not entitled to vote (eg invited guests) it can be a real challenge for the meeting Chairperson to ensure that only those entitled to vote do so. This is particularly relevant when the meeting is a large group of people, some who are eligible to vote and others who are not.

If this is going to be the case at your AGM then it is vitally important that the secretary and meeting chairperson prepare for this situation in advance.

Clearly in this situation voting by show of hands is not the most appropriate or accurate method of voting. A common solution is that the secretary prepares ballot papers for each resolution, motion or vote and only hands the ballot paper to eligible voting members as they enter the AGM.

Alternatively, the secretary could arrange for each eligible voting member to receive a paddle, similar to those used in auctions, which can be raised when a show of hands voting method is used.