



# Voting process for the EGM

## Questions & Answers

**1. Who can vote at the EGM?**

Only paid adult members (playing and non playing) of Bowdon LTC can vote at the EGM. Junior members do not have a vote as per the constitution. Junior members are those who are under 18 as at 31 August 2020.

**2. How do I register to vote online at the EGM ?**

Nearer the time of the EGM we will email out a link for you to register to vote  
We need your name, email address and mobile number.

**3. Why do I need to register to vote online?**

So that we can send you the zoom link to attend the EGM and also to receive the link to cast your vote.

**4. What if I do not have access to the internet?**

We have a very small number of members of the club who do not have an email address and therefore the ability to access the EGM and cast a vote.

The notices for the EGM, the plan of the new courts, the information memorandum and the detailed Q & A document has been posted to these few members. We will discuss with them if they want to be provided with the technology to attend the EGM online and cast their vote.

**5. Is the club to have a manual voting process in the club house in the evening of the vote?**

We are advised not to have a manual voting process at the Club as members need to be 'present' at the EGM to be eligible to vote. The agreed voting process is by online vote and the agreed EGM process is by zoom online and not a physical EGM at the club house which we are unable to hold, of course.

**6. When does the voting registration process end?**

The registration to vote process ends at 5pm on the day of the EGM. This is to allow time for all those who have registered to vote to be checked against the adult membership database to ensure that they are all paid 2020/21 adult members of Bowdon LTC.

**7. What will I receive on the day of the EGM to cast my vote?**

You will receive an email to the email address you provided with a link to a Microsoft Form survey form together with a unique voting code. You click on the link, enter your voting code and cast your vote.

**8. Do I have to attend the EGM meeting on zoom to cast my vote?**

Yes, you need to attend the zoom EGM at some point as if you were present at a physical EGM in the club house.

**9. How many can access the zoom meeting?**

The club has now purchased a zoom licence for up to 500 participants to attend. The current adult membership is now 485 eligible members. Therefore, zoom can host every adult member to attend the EGM. We have an unlimited licence for the voting technology.

**10. What time does the voting process start.**

The online voting and will be available from around 7:45pm to 8:15pm or later as directed by David Odling who, as President, will be chairing the meeting. The email of how to vote will be sent out at around 7pm if you registered to vote by 5pm on the day of the EGM.

**11. What happens if I vote and then change my mind**

We will take your last registered vote that you have cast online. Your last vote will override any previous votes to have cast during the EGM.

**12. What will be announced on the evening of the EGM**

David Odling will announce the preliminary result on the evening of the EGM. The result is subject to the verification set out below.

**13. How are the votes counted?**

The votes are counted by the MS Forms software. The online voting screen will be shared with those on the zoom call so that all members on the EGM can see the vote count live.

**14. How do you know that only paid adult members vote?**

After the EGM, the votes that have been cast will be checked by the membership secretary against the adult membership database to ensure that only qualifying members have voted and that those who have voted have only voted once and the access code agrees to the one that was issued in the voting link.

**15. How do you know there are no duplicated votes?**

The votes will be manually checked against the membership database.

**16. Who will check the final votes?**

The final list of votes, once checked against the membership database will be emailed to David Odling and Roy Beckett, the club's legal advisor to check.

**17. When will the final result be announced?**

The final result of the EGM will be announced by email by David Odling during the following morning after the EGM. This will give details of the number of votes cast and how many are for and against the motion and whether the motion has been carried or rejected.

David Odling  
16<sup>th</sup> October 2020

Roy Beckett