



hebridean sheep society

### **Rule for the Procedure to Elect a Trustee**

The election of trustees takes place by postal ballot with votes being counted at the AGM. The Membership Secretary must give notice of trustee vacancies at least 12 weeks before the AGM. The Membership Secretary acts as the election officer unless unavailable or standing, when the Board will ask another trustee to officiate. Nominations on the approved form, signed by a proposer and seconder and with the signed agreement of the candidate must be received by the election officer at least 60 days before the AGM. Forms and signatures delivered by email are acceptable. Nominations must be accompanied by a statement by/about the candidate covering issues of relevance to the nomination and totalling not more than 150 words.

If two or more candidates exist for a post an election will be held. The election officer shall send each member flock a ballot paper containing all candidate's personal statements. This ballot paper will be included with the notice of the AGM and sent at least 58 days before the AGM as required by the HSSCIO Constitution clauses 11(3)(a) and 11(3)(d). Completed ballot papers must be returned to the election officer in the special envelop provided to arrive no later than 2 days before the AGM is due to take place, or delivered to the AGM. Envelopes will be opened and votes counted at the AGM by two tellers appointed by the AGM. No nominations may be made nor votes cast in person at the AGM. In the event of a tie, the outcome shall be determined by the toss of a coin.

Approved by Trustees November 2016

