

Voting procedure for election of LINK Executive Committee for a period of three years with effect from the Wandsworth LINK public meeting 19 January 2009

Any person living in the Borough of Wandsworth or registered with a Wandsworth GP is eligible for membership of Wandsworth LINK.

Any member signed up before 12 noon on Monday 05 January 2009 is eligible to vote at the public meeting on 19 January 2009.

Any member signed up before 12 noon on Monday 05 January 2009 is eligible for nomination to the Executive Committee

Members of the public may sign up as members of LINK after the deadline and at the meeting but they will not be able to vote or stand for election to the Executive Committee on this occasion.

Notification of the postal voting system will go out by post to all LINK members who sign up for membership before 12 noon on Monday 05 January 2009. Members will be required to request a postal vote before 12 noon on Monday 12 January 2009.

Members who have requested a postal vote will be sent a numbered ballot paper together with a list of candidates and support statements for all valid nominations to the Executive Committee by post on Monday 05 January 2009.

The ballot paper shows the names of all candidates (in random order) with space to vote alongside each name.

The ballot paper numbering system will be continued for ballot papers issued at the public meeting on 19 January 2009

All other LINK members signed up by 12 noon on Monday 05 January 2009 will receive a list of candidates and support statements for all valid nominations to the Executive Committee by post or email (if preferred) on Monday 05 January 2009.

Postal votes are valid if a completed ballot paper is received at the WCA Host office on or before 12 noon on Monday 19 January 2009.

An independent scrutineer from the Electoral Reform Society will attend the meeting on 19 January 2009 to check the voting system is carried out properly, However, practical arrangements will be handled by partners of the Moore Adamson Craig Partnership who are working with the LINK Host.

At the beginning on the Public meeting a MAC partner will be at the registration desk with a list of members who signed up before 12 noon Monday 05 January 2009.

The list will show if a postal vote has been issued to a LINK member and the ballot paper number allocated. LINK members who have been issued with a postal vote will not be given another ballot paper at the meeting.

A MAC partner will mark the list to show every member who has attended and been given a numbered ballot paper (together with support statements from all candidates). The numbering system will continue from the numbers issued with ballot papers for postal votes

Any member holding one or more completed Appointment of Proxy forms will be issued with the equivalent number of ballot papers.

The ballot paper says that members can vote for a maximum of 12 candidates by putting a cross or a tick alongside their name.

A valid vote means a cross or a tick in one single box alongside the name of one candidate.

At the public meeting, the Chairman of the meeting will explain the voting procedure and announce when the ballot box is open.

Voting will take place during the meeting and there will be a closed ballot box in which completed ballot papers are placed by each voting member.

A MAC partner will be responsible for the ballot box and will remind members to complete their ballot papers and put them in the box.

If anyone "spoils" their ballot paper by mistake and requires a second copy, the spoil paper must be retained and a replacement provided and it will be recorded on the members list that a second ballot paper was issued.

The Chairman of the meeting will announce when the voting closes and the voting box will be handed to the "tellers" for counting. Tellers will be MAC partners who will count the votes.

Any ballot paper which has been spoiled by incorrect voting or by voting for more than 12 candidates will be excluded from the count. Such ballot papers will be kept for future scrutiny. The remaining valid ballot papers will be counted.

The count will be done by one partner reading out the names that have been crossed or ticked on each ballot paper and another partner recording the number of votes for each candidate.

The election record will show:

- total number of ballot papers issued to members including postal votes and proxies
- total number of ballots cast
- total number of invalid ballots (eg because someone voted for more than 12 candidates or spoiled the ballot paper by invalid voting)
- total number of votes for each candidate in descending order of size of vote
- 12 candidates receiving the highest number of votes will be considered elected

The election record will be given to the Chairman of the meeting who will announce the results to the public meeting.

If more than one candidate has received the same number of votes resulting in a tie for a place on the Executive Committee, the Chairman will call for a show of hands from LINK members signed up before 12noon on 05 January 2009 to break the tie.

The newly elected Executive will be responsible for electing a Chairman from amongst their number and arranging their first meeting.

Approved by the Interim Executive Committee on 17 November 2008