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BSS Policy for the Conduct of Paper Ballots at a General Meeting

- Where more than one candidate is proposed and seconded for election to one or more Officers' positions or where more than four persons are proposed and seconded for election as general Trustees, the Council shall decide whether to use a show of hands or decide that a paper ballot shall be taken. Exceptionally, the Council may decide that the whole membership should be balloted.
- A vote between two nominations for one of the Officer positions may only require a simple show of hands but a vote between more than two candidates or the election of four ordinary Trustees from amongst many applications may well require a paper ballot.
- The Constitution requires that all valid nominations for Officers and Trustees are in the hands of the secretary 14 days before the date of the meeting. Nominations during any preceding Annual Conference are not permitted.
- When it becomes clear that a ballot will be required, proposers will be asked by the Secretary to prepare a 150 max word summary of their candidate's suitability both as a Trustee of the Society and as a Member of its Council. This information is then made available before the vote to all attending the AGM. Optionally (though additionally) this information may be reproduced in small type on the reverse of the voting slips.
- In this 14 day period voting slips of the sort shown here are prepared. This example is for use when five Trustees are proposed for four ordinary trustee vacancies. Then, using information from the Conference Organiser as to the likely maximum number of required slips, sufficient copies are made. A few extra slips are also made to provide for spoiled papers. All of these blank slips are then kept securely until they come to be issued.
- At the point in the AGM where voting is about to start sufficient slips are counted out for each row of the auditorium and handed out along the rows by a volunteer retiring Trustee to those entitled to vote.
- Voting is then conducted in the usual way but with the slips completed for those situations where there are more candidates than vacancies.
- The slips are then collected, the Chairman confirms that there are none yet waiting to be collected and the slips are securely placed in the hands of the Chairman for safe keeping.
- Three tellers are then chosen by the Chairman from the retiring Trustees and the general membership.
- At some suitable time after the end of the meeting the tellers meet to check against a current membership list, obtained from the Membership Secretary for the purpose, that each person is eligible to vote and that any spoiled papers are rejected. Then they conduct their count. Details of the results are then declared in a document which is duly signed by all three tellers and this document together with all of the actual voting slips are passed to the Secretary. The Secretary then contacts all the candidates individually about the result, formally declares the result to the membership in the next Newsletter and ensures that the result is declared and minuted at the next meeting of the Council..
- The summary document, together with all of the actual voting slips, is then archived by the Secretary for a period of at least 12 months.

 BSS AGM 2010 Voting Slip	
Vote for Four candidates by marking thus:	X
Candidate	
Candidate	
Candidate	
Candidate	
Candidate	
Print name:	Signature: