



# Dirleton Community Association Membership and Voting



## **Voting at DCA Meetings**

DCA Open Meetings are the forum to exhibit proposals and plans and receive feedback on such, and a forum for the community to engage with the DCA board/sub-committee. In a quite a few cases this feedback does not need to be a formal vote. There are other circumstances where a formal vote needs to be recorded.

## **Non-formal responses (General Meetings)**

Once a meeting is in session (quoracy rules applying) the chair of the meeting may call for a show of opinion from those present. ALL persons present, whether members or not, are invited to show their views (typically by a show of hands).

The sub-committee/board will take these views into account with regard to item in question.

## **Formal responses (General Meetings)**

Once a meeting is in session (quoracy rules applying) there may be items that require a formal vote as to how the sub-committee/board proceeds with the proposal(s). When a formal vote is called, then ONLY full members of the DCA are allowed to vote (proxy votes apply - see below). The normal method will be by show of hands, though other methods may be used (paper ballot, e-poll etc). The vote will be recorded and the constitution rules of outcome applied. The sub-committee/board must then abide by this outcome.

## **Responses at the Annual General Meeting**

The AGM is a special case, in that, apart from receiving reports, the only items are to pass motions regarding the DCA and its operation as a whole.

In this case ONLY full members of the DCA are allowed to vote (proxy votes apply - see below).

The AGM is open for attendance to all members of the community whether members or not and it is probable that the audience is not just made up of DCA members. In order to be clear about the voting a voting card may be given out to confirmed members as they sign-in at the AGM. When the voting occurs members will be asked to show their cards and it will be the number of cards (not hands) that are counted. The votes will be recorded and the constitution rules of outcome applied. The Board must then abide by this outcome.

## **Proxy Voting**

If a member is not going to be present at a meeting where this is a formal vote then they may submit a proxy vote either via a third party (who may or may not be a member) or to the chairperson.

If the vote is submitted by a third party, then it is incumbent on that third party to make themselves known to the organisers as they sign in to make sure that proxy vote is counted. A third party may carry more than one proxy vote.

If a proxy vote is sent to the chairperson, then the said chair will announce the number of proxy votes to be added to the "in person" votes at each stage of the voting.

Proxy forms will take the general format of that listed in Schedule 1 of the Constitution.

A specific proxy form (with the motions laid out) for a meeting will be published before the meeting. The website may contain a fillable form for such proxy form.