Guideline for Voting during Association Meetings

Lunds Akademiska Cheerleadingförening

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1. Introduction

This document contains information regarding the voting system, simple majority and time limits, to be used as a guideline during association meetings.

When it comes to decisions during association meetings, they are voted through by the attending members. For a proposition or motion to be voted through it has to be a simple majority. In other words, at least half of the votes are needed for a decision to be voted through.

2. Voting System

The voting can be conducted in two different ways, either with acclamation or a closed voting. The different method to be used depends on the scenario.

Voting by acclamation should be used when deciding on motions and propositions, and as well as regular meeting matters such as moving on to a discussion. The chairman of the meeting proposes a decision and the attending members can say yes to either the change or to that they are against.

The closed voting is conducted by the two vote counters elected during the meeting. The closed voting is digital and anonymous. When using this method, there should be the candidates names but also the option to vote *blank* and *vacant*.

2.1. Pre-voting

The nomination committee presents their nominee(s) and the reasoning of their choice. Thereafter the attending members can spontaneously candidate for a position.

Before voting, each candidate gets the opportunity to perform a speech for 1 minute. If there are more candidates than spots to fill, each candidate instead gets 2 minutes each. Afterwards there is room for questions for 5 minutes. The questions should be the same for all the candidates, with minor adjustments when needed. During the speech and the questions, the other candidates leave the room. When the questions have been answered by all candidates, the members entitled to vote have a discussion about the different candidates (in the absence of them). During this phase, strengths should preferably be presented rather than the negative aspects. The discussion should be 4 minutes in total. When there are more candidates than spots to fill, 2 minutes should be added for every additional candidate. During the meeting, a motion can be voted through in order to add more time for a segment.

2.2. Voting process during election of positions of trust

When initiating a closed voting process, all members attending the meeting should be present, *except the candidates applying for the role.* The closed voting should be structured by the system *Single Transferable Vote (STV).* The Nomination Committee has beforehand prepared a system for voting, which will be carried out by the vote counters of the meeting. A

suggestion is to carry out the voting through Google forms. This method lets each voter rank the candidates from most to least suitable for the position. There is always the option to vote for vacant or blank. When voting for a position to be vacant, no more names should be ranked underneath.

3. Entitled to Vote

All attending members are entitled to vote during the meeting. Attendance is also possible digitally through Zoom. This includes the chairman of the meeting, secretary, vote counters and adjusters. The Nomination Committee are also able to vote as private individuals. The candidates should be offered the option to vote as well. When an election process is initiated, the election roll can’t be changed until the voting has ended. In other words, if a member joins the meeting during the election process they are not entitled to vote for that certain position.