

## **Moteflife-UK 2010 Electoral & AGM Arrangements**

1. 20th March 2011 is the day of the AGM & election
2. **Please note that** this election process would be via email except for the final counting which would be at the AGM.
3. All electoral documents should be emailed to the electoral officer while all resolutions and amendments go to the secretary.
4. Those (**and only those**) who cannot do things by email would be given a mailing address for them to mail in their nominations and ballots.
5. **PLEASE NOTE THAT** to ensure integrity of the process every returned ballot would have identity information of the voter, **to be valid**. This is to ensure that no-one votes twice.
  - However, these identifiers would be removed by the electoral officer once the received ballot had been checked against the membership list.

### **Event**

### **Deadline**

- |  |                     |
|--|---------------------|
| • Opening of Nominations<br>(Announcement & forms website and via email) | December 23rd, 2010 |
| • Return of completed nomination forms to electoral officer.             | January 23rd, 2011  |
| • Announcement of nominations & provision of ballot forms                | February 6th 2011   |
| • Return of postal ballots.  | March 6th 2011      |
| • Return of emailed ballots  | March 16th, 2011    |
| • Vote counting (emailed & postal votes) by electoral team at AGM        | March 20th 2011     |

### **AGM Arrangements**

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|--|-------------------|
| • Submission of AGM resolutions (signed and seconded)<br>(by post or scanned & emailed to current secretary) | 23rd January 2011 |
| • Final amendments to previously submitted resolutions.  | 30th January 2011 |

*Dr Kofi Amu-Darko*  
*Electoral Officer*