



QAP	7.4.3
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Quality Assurance Policies & Procedures

VOTING

1 Overview

Formal voting procedures may be adopted in a meeting, where the chairman is any doubt as to the view of the meeting. The chairman shall decide how voting is to take place which may take either of the following forms:

- simple show of hands
- secret ballot

1.1 In the case of a secret ballot each member present will be issued with a voting paper (subject to him/her not having declared an interest in the item), these will be marked by the member and passed to the Clerk to the Governors. The Clerk will then in the presence of the chairman of the meeting count the votes, reconciling the number of papers to the number of members present and announce the result to the meeting.

1.2 In cases where the voting is tied then the chairman shall have the casting vote.

1.3 It should be noted that voting by proxy is not permitted in any circumstance.

1.4 It should also be noted that special voting procedures apply when three or more members are nominated for the role of chairman or vice chairman of the board. These procedures are detailed under QAP 7.2.3 Appointment of Chairman, Vice Chairman, and Committee Chairmen.