

Glasgow Credit Union

Electronic and Postal Voting Policy

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1 OVERVIEW

- 1.1 This policy describes when it is appropriate to use electronic and/or postal voting within Glasgow Credit Union (“credit union”) and how it will be applied in practice.
- 1.2 The detailed steps which will be taken and who will execute them are documented in an associated process and procedure referenced at section 8.

2 POLICY SCOPE

- 2.1 Electronic and postal voting will be used at member General Meetings for any relevant matters of business in line with the credit union Rulebook.

3 POLICY OBJECTIVES

- 3.1 To provide a fair, transparent and secure process for members of the credit union to participate in General Meetings without the need to attend in person.
- 3.2 To provide a robust and independent method for the management of the voting process and procedure using an externally recognised, independent professionally recognised and qualified Third-Party Service Provider (TPSP), appointed by the credit union for that purpose.
- 3.3 To provide the framework for regular review of the processes and/or procedures to keep them relevant and fit for purpose.

4 POLICY STATEMENTS

- 4.1 Any item of business requiring a member vote will be included within the notification of a General Meeting.
- 4.2 A member has only one vote on each eligible item and can only use one method to cast their vote, namely: 1) Electronic; or 2) Postal (covered by this policy); or 3) In person at a General Meeting. The appointed TPSP will manage this process to ensure compliance.
- 4.3 All members of the credit union eligible to vote as per the Rulebook will be eligible to use electronic or postal voting and this will be based upon existing member preferences.
- 4.4 Electronic voting will open a set number of days prior to a General Meeting and will close on the deadline date agreed between the credit union and the TPSP that manages the process.
- 4.5 Postal voting packs will be issued on a set number of days prior to a General Meeting and must be returned by the deadline date agreed between the credit union and the TPSP that manages the process.
- 4.6 Members will be invited to vote for, against or abstain using postal or electronic voting. This may require a member to vote on many individual items of business.

- 4.7 Electronic and postal votes will be collated by the TPSP, maintained as confidential and undisclosed until presented at the General Meeting for each relevant item of business.
- 4.8 Prior to the AGM the TPSP will inform the credit union how many members cast an Electronic or Postal vote. This is to ensure quorum is achieved before the AGM proceeds.
- 4.9 Electronic and postal votes will not be notified to any person including any employee or Director of the credit union, any group or any Company until the relevant item of business at a General Meeting to which they are presented.
- 4.10 Electronic and postal votes will be added to votes cast at the meeting (if applicable) and the results will be announced to the General Meeting attendees, captured and included within the minutes of the General Meeting.
- 4.11 Member data will be shared with the TPSP for the explicit purpose of electronic and/or postal voting and the TPSP will not share the data with any other Third-Party.

5 MONITORING AND REPORTING

- 5.1 The credit union's Compliance Manager (and Policy Owner) will assess the process and procedural documentation provided by the TPSP and any supporting evidence at least annually, and provide assurance to the CEO in the form of a report, that all regulatory requirements are met in the manner expected.
- 5.2 The CEO will provide the report to the appropriate Board Committee, highlighting any deficiencies and actions required to address these.
- 5.3 The appropriate Board Committee will approve the report and inform the Board of Directors of any residual risk for Board approval.

6 ASSURANCE

- 6.1 The credit union's External Auditor will oversee the process and will review the evidence supplied by the Compliance Manager to provide assurance to the CEO and the Board of Directors that the process remains fair, transparent and secure.

7 POLICY REVIEW

- 7.1 This policy and all associated processes and/or procedures will be reviewed at least annually.

8 SUPPORTING INFORMATION

- 8.1 Electronic and postal voting processes and procedures will be maintained by the credit union in association with the TPSP for review and inspection by the CEO and Board of Directors when required.

9 REVISION HISTORY

Version number	Amendments	Authorised by CEO	Authorised by Board	Next Review Date
Draft v0.1	Creation of document.	n/a	n/a	n/a
Draft v0.2	Utilise Policy template; incorporate Board Feedback.	n/a	n/a	n/a
Draft v0.3	Incorporate Board feedback of 28.05 and email feedback 03.06, 04.06 and 09.06. PLEASE NOTE: Clauses 4.4 and 4.5 will be updated following the signing of contractual terms with Civica.	n/a	n/a	n/a
FINAL V1.0	Approved version	04.06.20	By email June 2020	August 2020
Draft v1.1	Review and amendments after the EV Pilot undertaken by members. Policy name changes from Postal and Electronic to Electronic and Postal Voting Policy.	n/a	n/a	n/a
Draft v1.2	Changes to reflect agreements with Civica Election Services.	n/a	n/a	n/a
FINAL V2.0	Approved version	19.10.20	29.10.20	Sep 2021
Draft v2.1	Insertion of 4.8 – receipt of votes cast to establish quorum.	n/a	n/a	n/a
FINAL V3.0	Approved version.	30.10.2020	30.10.2020	Sep 2021