

Glasgow Credit Union

Voting Policy

Document Control

<i>Document Title:</i>	Voting Policy
<i>Document Owner:</i>	Compliance Manager
<i>Version:</i>	FINAL, V5.0
<i>Approved by:</i>	Board of Directors
<i>Date Approved:</i>	11 August 2022
<i>Next Review:</i>	August 2023
<i>Classification:</i>	CONFIDENTIAL

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1 OVERVIEW

- 1.1 Glasgow Credit Union Rulebook states there shall be a Policy on the casting of votes known as the Voting Policy.
- 1.2 This Voting Policy outlines the methods and systems of voting at General Meetings.

2 POLICY SCOPE

- 2.1 Voting will be used at 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 vote prior to and at General Meetings.
- 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 ensure assurance is provided and a regular review of the processes and/or procedures is undertaken to keep them relevant and fit for purpose.

4 POLICY STATEMENTS

- 4.1 The following methods of Voting may be used at General Meetings:
 - i. Pre-Cast Electronic Vote.
 - ii. Pre-Cast Postal Vote.
 - iii. A vote in person at the meeting.
 - iv. A vote in person while attending the meeting by electronic means.
- 4.2 The Board will have the discretion to decide which voting methods in 4.1 above will be available for use at each General Meeting.
- 4.3 Members shall be informed of all the available voting methods in the notification of the General Meeting.
- 4.4 Members that are eligible, hold one vote per business item per member and may only use one method to cast their votes as per 4.1 above.
- 4.5 For the Election of Directors, the credit union will use one of the following electoral systems:
 - i. First Past the Post (FPtP) or
 - ii. Single Transferable Vote (STV).
- 4.6 Electronic and postal voting will commence at least three weeks prior to a General Meeting and will close on a deadline date which must not be later than two days prior to the General meeting.

- 4.7 The opening and closing dates shall be agreed between the credit union and the TPSP that manages the process and ratified by the Board. Members shall be informed of these dates in General Meeting communications.
- 4.8 Members will be invited to vote for, against or abstain using any one of the methods of voting described in 4.1 above.
- 4.9 Voting methods in 4.1 i, ii and iv, where available, shall be managed by the TPSP, who shall ensure the voting results remain confidential and undisclosed until presented to members at the General Meeting for each relevant item of business.
- 4.10 Where the credit union is managing the voting method in 4.1 iii at a General Meeting, the TPSP will Inform the credit union which members Pre-Cast Electronic and Postal Votes. This will ensure members can only vote once.
- 4.11 Where the TPSP is requested to manage the voting method in 4.1 iii, the TPSP shall ensure members can only vote once.
- 4.12 Prior to a General Meeting the TPSP will Inform the credit union how many members Pre Cast Electronic and Postal Votes. This will ensure quorum is achieved before the General Meeting proceeds.
- 4.13 Voting results will be announced to the General Meeting and included within the minutes of the General Meeting.
- 4.14 Member data will be shared with the TPSP for the explicit purpose of Voting in any method mentioned in 4.1 above and the TPSP will not share the data.

5 MONITORING AND REPORTING

- 5.1 The credit union's Compliance Manager will assess the process and procedural documentation provided by the TPSP and any supporting evidence at least annually and provide assurance to the Board in the form of a report, that all regulatory requirements are met in the manner expected, highlighting any deficiencies and actions required to address these.

6 ASSURANCE

- 6.1 The credit union's External Auditor will provide assurance that the process of "in person" voting at a General Meeting was compliant.

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 Voting processes and procedures will be maintained by the credit union in association with the TPSP for review and inspection by the CEO and/or Board when required.

9 REVISION HISTORY

Version number	Amendments		Authorised by Board	Next Review Date
Draft v0.1	Creation of document.		n/a	n/a
Draft v0.2	Utilise Policy template; incorporate Board Feedback.		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
FINAL V1.0	Approved version		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
Draft v1.2	Changes to reflect agreements with Civica Election Services.		n/a	n/a
FINAL V2.0	Approved version		29.10.20	Sep 2021
Draft v2.1	Insertion of 4.8 – receipt of votes cast to establish quorum.		n/a	n/a
FINAL V3.0	Approved version.		30.10.2020	Sep 2021
Draft v3.1	Annual Review. Renamed to “Voting Policy”. Enhancements added as suggested under the Compliance Manager E&PV assurance report of January 2021.			

Draft v3.2	Changes made at Board meeting 12.08.2021			
Draft v3.3	For approval at Board Meeting 21.10.2021 before AGM publication.			
Draft v3.4	Clarification of clauses 4.6, 4.7, 4.9, 4.10 and 6.1.			
Draft v3.5	Amends taken at Board Meeting 21.10.2021			
V4.0	Approved at Board Meeting 21.10.2021.		21.10.2021	August 2022
V4.1	Annual review. Issued to Directors for review and approval.			
V5.0	Approved at Board Meeting 11.08.2022		11.08.2022	August 2023