

# British Universities Life Saving Clubs' Association

Online Voting Procedures v.1.0





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## **Preface**

***This document sets out the procedures whereby an online vote can be called to discuss a proposal.***

## **1. Voting Procedure**

### **1.1. Calling the Vote**

- 1.1.1. A proposal can be submitted to the BULSCA committee at any time.
- 1.1.2. The proposal will then be deliberated on by the BULSCA committee within 14 days of receiving the proposal and give one of the following recommendations.
  - 1.1.2.1. Accept without Discussion
  - 1.1.2.2. Accept with Discussion
  - 1.1.2.3. Debate without Recommendation
  - 1.1.2.4. Reject with Discussion
  - 1.1.2.5. Reject without Discussion
- 1.1.3. If the committee cannot review the proposal in that amount of time required by 1.1.2 then the proposer must be informed of the time frame for discussion.
- 1.1.4. If the committee recommends Accept without Discussion or Reject without Discussion then an online vote will be called.
  - 1.1.4.1. The committee may choose to postpone the vote to a General Meeting at their discretion
- 1.1.5. If the committee Recommends Accept with Discussion, Debate without Recommendation or Reject with discussion then the proposal will not be allowed to proceed to online vote. Instead it will be added to the agenda of the next general meeting, providing it is still relevant.
  - 1.1.5.1. The committee may vote unanimously to disregard 1.1.5 and bring proposals where discussion or debate is recommended to an online vote. This should only occur when an urgent decision is required.

### **1.2. Organisation of the Vote**

- 1.2.1. The BULSCA Secretary must choose a voting deadline within 24 hours of the committee approving an online vote.
- 1.2.2. The voting deadline should then be emailed to clubs no later than 7 days before the voting deadline
- 1.2.3. The proposal must be uploaded to the BULSCA website alongside the committee's recommendation and any supporting documents no later than 5 days before the voting deadline.
- 1.2.4. Voting can open anytime after the proposal has been uploaded but no later than 3 days before the voting deadline.
- 1.2.5. Voting institutions will then be allowed to vote via the BULSCA website to either
  - 1.2.5.1. Accept the Proposal
  - 1.2.5.2. Abstain from Voting
  - 1.2.5.3. Reject the Proposal
  - 1.2.5.4. Postpone to the Earliest General Meeting for further Discussion



- 1.2.6. The results should be tallied and the proposal moved to a general meeting if the following is recorded:
  - 1.2.6.1. One (1) or more clubs are recorded as voting to postpone to the earliest general meeting for further discussion
  - 1.2.6.2. Three (3) or more clubs disagree with the majority
- 1.2.7. The quorum for an online vote will be 5 member institutions.

### **1.3. General Meeting Procedures**

- 1.3.1. Once the committee has come to a recommendation on each of the proposals submitted for the general meeting then any with the recommendation 1.1.2.1 or 1.1.2.5 should be brought forward to online vote in the same manner detailed in 1.1.4 and 1.1.5.
- 1.3.2. The secretary will release the agenda as per the General Meeting Procedures indicating any proposals that are available for online voting.
- 1.3.3. Once the agenda has been released online voting can be opened and should close at least 24 hours prior to the meeting.
- 1.3.4. The voting shall occur as per sections 1.2.5 to 1.2.7

## **2. Urgent Proposals**

### **2.1. Classifying a Proposal as Urgent**

- 2.1.1. Urgent Proposals can be brought forward on a much shorter time scale with unanimous approval of the BULSCA committee.
- 2.1.2. A proposal should only be considered urgent under exceptional circumstances. For example when a decision is needed by a deadline or when there would be a severe impact to BULSCA as an organisation should a decision not be reached within a normal time frame.
- 2.1.3. A proposal will be classed as urgent with unanimous agreement from the BULSCA committee.

### **2.2. Urgent Proposal Time Frame**

- 2.2.1. The committee will decide on a voting deadline and timeframe for releasing the proposal. This must be approved unanimously by the committee.
- 2.2.2. The secretary will call the vote on the agreed time scale, informing clubs of the accelerated time scale and the reason for it.

### **2.3. Voting on Urgent Proposals**

- 2.3.1. Voting on Urgent proposals will occur as per sections 1.2.5 to 1.2.7 with the exclusion of 1.2.6.1
- 2.3.2. When a proposal is classified as urgent the committee may unanimously choose to disregard rule 1.2.6 and accept the decision of a simple majority. In this case clubs can only vote for options 1.2.5.1, 1.2.5.2 & 1.2.5.3. Option 1.2.5.4 will not be available.

