

## **LLPOA Policy and Procedure Annual Meeting Voting**

**POLICY:**

To ensure the voting at the annual meeting is conducted in compliance with the LLPOA bylaws.

**PURPOSE:**

To ensure voting will take place in a fair and equitable manner and the results of all votes are recorded properly.

**PROCEDURE:**

The following three paragraphs are to be read by the presiding officer at the beginning of each Annual Membership Meeting.

“Each qualified voting member will be issued a numbered card. The number of cards issued will determine the voting strength for quorum purposes. This voting strength will also be used to determine the number of ‘Aye’ votes needed for motions to be considered “passed.” To maintain this voting strength, an “observer” will be stationed at the exits and will collect the voting cards when members leave. If members leave with the intention of returning they will be instructed to return to the same door and will be given the same numbered card they previously had. The voting strength will be updated and reported to the secretary prior to the acceptance of any new motion to be presented to the assembly.

As per the LLPOA bylaws: ‘The presence of fifty (50) voters in person shall constitute a quorum for the transaction of business at the Annual or Special meeting.’

Any time the voting strength goes below fifty (50) voters, the secretary shall report to the presiding officer the absence of a quorum and all business will be stopped. Discussion may still take place, but motions and voting will not be permitted.”

At the Annual Meeting, the seating will be divided into sections. When the presiding officer calls for a vote, he/she will announce the voting requirements for the motion to pass (simple majority or 2/3rds margin for bylaw change). All persons with a numbered card wishing to vote for the motion will stand and display their numbered card. There will be two persons assigned to counting and monitoring the voting. Voters will start by calling out number one and continue incrementally until all votes are counted. As each voter is counted they will sit down. The total number will be recorded by the secretary. Then the presiding officer will ask all persons who wish to vote against the motion to stand and display their card. All persons with a numbered card wishing to vote against the motion will stand and display their numbered card. The “No” votes will be counted in a similar fashion. The total number will be recorded by the secretary. The secretary will report the numbers to the presiding officer who will announce the outcome of the vote.