

## **Appendix 1**

### **Voting by Voting Paper**

1. In circumstances only, where the Council, Cabinet or a Committee/Sub-Committee/Working Group is:
  - 1.1 appointing one or more Members to some other office;
  - 1.2 appointing one or more Members to be its representative(s) on a joint board or any other body or organisation; or
  - 1.3 appointing an officer;

voting may be by voting paper if a motion to that effect is passed, having been proposed and seconded by any Members (other than the person presiding at the meeting) and voted upon immediately without discussion.
2. Where the vote is to be by voting paper the following procedure shall apply:
  - 2.1 Plain voting papers shall be distributed to every Member present at the meeting;
  - 2.2 Each Member wishing to vote shall write on his voting paper the name of one or more of the candidates in accordance with paragraphs 2.6.1 and 2.6.2 (as the case may be);
  - 2.3 The voting papers shall then be collected from each Member by officers of the Council present at the meeting and delivered to the Chief Executive (or other Officer who is advising the Chairman on the conduct of the meeting);
  - 2.4 The Chief Executive (or other Officer as the case may be) shall then count the voting papers in the presence of the Council and declare the number of votes cast for each candidate.
  - 2.5 Where vote is by voting paper and there are only two candidates, each Member present at the meeting shall vote for one candidate only and the candidate securing the greatest number of votes (including, if necessary, in the case of a Committee meeting, the casting vote of the Chairman of the Committee) shall be declared and appointed to the office.
  - 2.6 Where the vote is by voting paper and there are more than two candidates the following procedure shall apply:

- 2.6.1 For the first ballot each Member shall be entitled to vote for more than one candidate but to a maximum of one less than the number of candidates offering themselves for election (e.g. if there are five candidates a Member may register or vote for each separate candidate up to a maximum of four; if there are three candidates one vote may be registered for each separate candidate up to a maximum of two and so on); and the candidate receiving the lowest number of votes shall be eliminated;
- 2.6.2 The process shall be repeated for as many ballots as necessary until there are only two candidates and at that stage, the procedure described in Rule 2.5 shall apply.
- 2.7 All voting papers shall be destroyed by the Chief Executive (or other Officer as the case may be) as soon as practical after the meeting at which they have been used.