

SHINE Committee

Proposal for balloting/voting procedure

Action	Timescale
Identify upcoming vacancies on the Committee	2 months prior to AGM
Request volunteers to fill vacancies	2 months prior to AGM
Circulate list of candidates	21 days prior to AGM
Deadline for ballots/votes to be received	1 week prior to AGM

Balloting procedures will be initiated by the Membership secretary and overseen by an independent volunteer to ensure probity.

No amendments to the constitution are required to implement this procedure.