



(1) Nomination and Election Procedures

(A) Nominations Committee

- i. As a minimum, the Nominations Committee shall be composed of the Chief, one Commissioner and one Member, one of whom shall be appointed presiding officer. The Commissioner and Member shall be appointed by the Chief.
- ii. It shall be the duty of this committee to receive and review nominations and identify other candidates as Office Bearers and Committee Members. The Nominations Committee shall be appointed and commence service no later than May of a year in which an election is to be held.
- iii. Current Office Bearers may nominate themselves.
- iv. The Nominations Committee will provide the list of nominees to the Executive Committee no later than one month before the Annual General Meeting.
- v. The Administration Secretary will include the list of nominees in the notice of Annual General Meeting, which will be distributed to the Members at least two weeks ahead of the Annual General Meeting.
- vi. Late nominations may be brought to the Nominations Committee at any time prior to the start of the Annual General Meeting, which will be asked to vote by simple majority on whether to accept the late nominations.
- vii. Floor candidates can be accepted during the Annual General Meeting.

(B) Voting Procedures

- i. Members may vote in person or remotely via technology during the Annual General Meeting.
- ii. Members who are unable to attend the Annual General Meeting may appoint a member in good standing of the Association, or failing them the Chief, as their proxy to attend and vote on their behalf at the Annual General Meeting by providing such proxy at any time prior to the start of the Annual General Meeting.
- iii. In a year where the Chief is elected, members will have one vote.
- iv. Members will have one vote for each Officer Bearer position.
- v. Should there be more than six nominees for the role of Committee Member, each member will have up to 6 votes.



(C) Election Procedures

- i. The Chief or Chair of the Nominations Committee will announce the names of the candidates for Office Bearers and Committee members as provided by the Nominations Committee; then ask for any further nominations for each role. Floor nominations can be accepted during the Election portion of the Annual General Meeting.
- ii. In the event of an Office Bearer position being contested, the candidates will be given the opportunity to address the meeting on their own behalf for up to two minutes. The winning candidate will be decided by a simple majority. The losing candidates will be eligible for election in any remaining Office Bearer positions or as a Committee Member.
- iii. In the event of more than six nominees for the position of Executive Committee the top six receiving votes will be elected.

(2) Sub-Committees

(A) The sub-committees are subject to change and may include:

- i. Technology Director
- ii. Marketing Co-ordinator
- iii. Genealogy Co-ordinator
- iv. Historical Co-ordinator
- v. Idea Mentor
- vi. Member Engagement

(3) Conduct of Meetings

(A) The Chief shall act as chair of Executive Committee Meetings and Annual General Meetings and shall be the deciding authority on points of order.

(B) Executive Committee Meetings

- i. If necessary, the Chief may delegate the role of chair to another member of the Executive Committee, subject to acceptance by that member. In the absence of the aforementioned, another available Executive Committee member shall be selected as chair to the meeting.



- ii. Except where otherwise specified, all issues involving voting will become effective by a simple indication, show of hands, secret ballot or voting electronically.

(C) Annual General Meetings

- i. Except where otherwise specified, all issues involving voting will become effective by a simple majority.
- ii. Each member is entitled to submit a motion or amendment to a motion. It is requested that any such motion or amendment to a motion be submitted in writing in advance, if possible.
- iii. Each member will be entitled to one vote per proposal, and in the event of an equality of votes, the chair of the meeting shall have the deciding vote.
- iv. Except where otherwise specified, all issues involving voting will become effective by a simple indication, show of hands, secret ballot or voting electronically.
- v. Members whose subscriptions are in arrears without just cause shall not be entitled to vote or have any voice in the affairs of the Association.

(4) Finance and Property

(A) Heritage Fund

- i. Allocation of funds from the Heritage Fund will be made via the Executive Committee as and when a suitable project comes to light. The committee will discuss the merit of the project and record their decision in the minutes of that meeting.
- ii. Successful projects will be notified by The Chief.
- iii. Enquiries as to how to make a donation may be sent to clantreasurer@clanmacaulay.org.uk. Clan supporters are encouraged to accompany their donation with a covering email to clantreasurer@clanmacaulay.org.uk and this will be appropriately acknowledged.

(5) Press and Public Communication

(A) Social Media

- i. Facebook (<https://www.facebook.com/ClanMacAulayAssociation>)
 - a) Administrator – Chief, Webmaster, Standard Bearer (Social Media), Membership Secretary
 - b) Editor – Secretary, Treasurer, Membership, Organiser, Heritage, Committee Members



- ii. Instagram (https://www.instagram.com/social_media_macaulay)
 - a) Standard Bearer (Social Media)
- iii. Twitter (https://twitter.com/macaulay_clan)
 - a) Standard Bearer (Social Media)

(B) Website (www.clanmacaulay.org.uk)

- i. Chief, Technology Director/Webmaster, Assistant Webmaster, Standard Bearer (Social Media),
Marketing Coordinator