

Appendix B: MEF Election Voting Procedure

1. Nominations for the Board will be allowed in writing until the election is held but no later than 17:00 GMT, 2 working days before the date of the relevant scheduled election;
2. MEF elections will be held by written ballot of all those Full MEF members physically present, those who have registered an absentee ballot in writing with the Executive or those who have designated an alternate to place a proxy vote on their behalf;
3. Candidates are free to canvas votes from within the General Assembly prior to the election;
4. Each candidate will have the opportunity to speak - or have a proxy speak on their behalf - for a maximum of two minutes;
5. Full Members may register an absentee ballot in two ways:
 - i. Select another full member company as their appointed proxy at least one hour prior to the election start time by email to the indicated contact person. In this case, the company holding the proxy vote reserves the right to vote on behalf of the absentee member. A Full Member may hold a maximum of four (4) proxy votes.
 - ii. Register an absentee ballot with the Executive and send a list of selected candidates to the Executive at least two hours prior to the election start time by email to the indicated contact person;
6. Ballots will be confidential, but for security reasons the voting Member must put their company name on the ballot. This information will be known only to the vote counters (Executive), who will not be authorised to disclose any information other than the results to anyone;
7. The procedure requires Members to select the appropriate number of Directors from a list of candidates, without indicating order of preference;
8. The candidates with the highest number of votes will win to fill the available number of slots;
9. In the event of a tie, there will be a second secret ballot between the two subjects of the tie, to determine one winner;
10. Board Directors are elected for a term of two years, subject to the rules of MEF Ltd;
11. Once the Board has been elected, an election for Chair will take place;
12. Any Board Director may nominate themselves, or may be nominated by another Director;
13. The election for Chair will be take place amongst the Directors of the newly elected Board;
14. The rules are the same as for the Board elections;
15. Once the Chair has been elected, an election for Vice-Chair will take place, according to the same procedure;
16. The Chair and Vice Chair are elected for a term of one year.