

8 October 2020

To: Member National Authorities
From: Election Committee
**Re: Election Committee Notice #6
Voting Procedures**

1. Ahead of voting commencing tomorrow, the Election Committee is issuing this reminder of the voting procedures.

Receipt of Voting Packs

2. On the morning of Friday 9 October 2020 (UK time), recognised MNA senior officers will be emailed voting packs from elections@sailing.org.
3. Voting Packs will be emailed directly to the MNA officers. In most cases, this is the President and Secretary General (or equivalent) of the MNA.
4. After this email has gone out, the World Sailing Executive Office will then separately email MNAs at their usual general addresses to confirm the packs have been distributed.
5. If any MNA has not received its pack by 1200hrs BST tomorrow, they are requested to contact Rowena Farrugia (rowena.farrugia@sailing.org) and Jon Napier (jon.napier@sailing.org) at World Sailing and they will resolve any issues with the MNA.
6. As a reminder, at any time MNAs can contact Rowena and Jon to confirm what officer details are held.

Voting

7. The periods of voting were notified to MNAs by email on 14 September 2020 and again on 6 October 2020. They can be found online here:
[https://www.sailing.org/tools/documents/20200914ECElectionCommitteeNotice5-\[26571\].pdf](https://www.sailing.org/tools/documents/20200914ECElectionCommitteeNotice5-[26571].pdf)
8. The Voting Pack contains all the instructions for voting. Please read it carefully. If you have any questions, please contact elections@sailing.org before filling it in.
9. The Pack consists of three parts and is in PDF format:
 - a. **Part A** - the MNA certificate which must be completed by the recognised MNA officer
 - b. **Part B** - the Presidential ballot paper
 - c. **Part C** - the Vice Presidential ballot paper
10. The MNA officer completes Parts A, B and C. No identifying marks, stamps, signatures etc. must be put on the ballot papers in Parts B and C.
11. After completing Parts A, B and C, it is recommended you save the file and check, when reopening the file, that the information has saved properly.
12. When ready, email the entire file to the Independent Scrutineer at:
worldsailingvote@kpmg.co.uk
13. Do not email the Voting Pack to World Sailing or anyone from World Sailing.

Election Committee:
Phil Cotton - Chair
David Kellett
Melanie Willmore

14. Once emailed, you will receive an email auto-reply from the Scrutineer to confirm receipt of the email.
15. You will then receive a further acknowledgment from the Scrutineer once your ballot paper has been validated by him (i.e. accepted as an official ballot paper).
16. If the Scrutineer does not recognise the email address or officer name from the details provided to him by World Sailing, he will make an initial enquiry with World Sailing to confirm the details (NB: your ballot paper will never be sent to World Sailing).
17. If World Sailing cannot confirm the details, the Scrutineer will proceed to reject the votes and the MNA must then contact World Sailing to correct the issue before voting again. Only World Sailing, via the Election Committee, can update the lists held by the Scrutineer.
18. You cannot change your Voting Pack once it has been accepted as valid. If you send another Voting Pack, the Election Committee has instructed the Scrutineer to reject it automatically.
19. The deadline for voting in Round 1 is 1500hrs UTC on Friday 16 October 2020. Votes must be received by the Scrutineer by this time.
20. Do not leave voting until the last minute. If the Scrutineer does not recognise the details, then time must be allowed to complete the checking process.

Counting of Votes

21. After the deadline, the Scrutineer will proceed to separate Parts A, B and C into separate files. Part A (the identifying information) is retained by the Scrutineer and is never sent to World Sailing.
22. Parts B and C are then sent securely to the Election Committee.
23. The Election Committee proceed to count the votes as normal and agrees the result of the vote.
24. The Election Committee will notify MNAs and candidates by email and public announcement whether or not a result has been obtained.
25. If a result is obtained:
 - a. There will be no further announcement until the General Assembly.
 - b. The results, along with the breakdown of votes, will be announced at the General Assembly.
26. If a result is not obtained:
 - a. A further round of voting will be held as required by the Constitution, Regulation 4 and the Remote Voting Procedures .
 - b. The Election Committee will inform MNAs and candidates of which candidates have progressed to the next round.
 - c. The Election Committee will not publish the number of votes received by candidates during run-off ballots.
 - d. The process will then repeat until a result is obtained. Again, the results and a breakdown of votes, will be published at the General Assembly.