**Voting at the AGM**

The 2022 AGM will be HELOA’s first hybrid AGM and for both physical and virtual attendees, the voting process will be via Mi-Voice, an online voting platform. Primary contacts and nominated proxies should receive an email from Mi-Voice on Tuesday 11th January 2022 with voting details and a single-use link to join the voting site which can be accessed through a browser. If you do not receive the email or require any assistance with the online voting site, please contact **Mi-Voice at support@mi-voice.com** or **+44 (0) 2380 763 987**.

**Primary Contact/ Proxy Role**

Institutional full members are entitled to vote on motions at AGM which is the role of the institutional primary contact. If the primary contact is unable to attend the AGM, then they may appoint another institutional HELOA member as a proxy to exercise all, or any, of that primary contact’s rights to attend, speak and vote. Each primary contact or proxy may only hold one vote. It is the role of the primary contact or nominated proxy to canvas the views of their institutional HELOA members and vote accordingly during the AGM.

**Voting Online**

Both the Mi-Voice email and voting site contain instructions for voting. Please read these details carefully. Voting on each motion will open and close during the AGM when instructed by the Chair of the Meeting. If the Chair instructs you that the voting is open for an item and it does not automatically show available, please click the blue ‘Refresh’ button at the bottom of the page.

Once you have logged into Mi-Voice, please select to register your attendance. For each motion, choose to vote for, against or abstain.

**Decisions at AGM**

Any decision other than one falling within clause 10.4 (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting. Decisions that must be taken in a particular way including, any decision to amend the constitution, must be passed at the AGM by a 75% majority of votes cast. In the event of an equality of votes, the Chair shall either: 1. call for another vote or; 2. exercise his or her second or casting vote.

**Mi-Voice Data Sharing**

To use the Mi-Voice service, we must share your name and email address with Mi-Voice. To ensure this is conducted securely, we have entered a data sharing agreement with Mi-Voice. If you have any questions regarding this, please contact the HELOA office.

**AGM report & Documents**

The AGM reports and documents can be accessed via the AGM pages of the HELOA website.