Appointment of Proxies and Voting Arrangements
for the ECF Finance Meeting to be held on 22 April 2023

Council Database

The Council Database is used principally for the purpose of providing direct electronic voting during Council Meetings, but also to provide a permanent record of Council business. An incidental feature is the ability for members to notify, change or cancel proxies. All card voting at the Finance Council Meeting will be conducted using the database facility.

The database is technically still at 'beta' level and there are still some rough edges.

The database has a public interface showing past information from 2018 (though this is not yet complete). It can be accessed from the Council page of the ECF website or directly at

http://ecfcouncillive.ndlazi.uk

This gives access to the Agenda and papers and other information about Annual General Meeting. This includes the Voting Register, which updates in real time.

Voting and proxy appointment is only available for Council members, who will need to logon to access these facilities. All Council members are preregistered but a password will be required. Unfortunately the record of encrypted passwords was recently corrupted so if you already have a password you will probably need to obtain a new one. A new password can be obtained by filling in your surname and forename (as used in the Voting Register) and clicking the "Forgotten Password" button on the User Login Page. A password will be sent to the email address that we have for the representative. This is likely to be very cumbersome to remember, but need only be used once if you fill in the optional boxes for a new password. It would be helpful to avoid any future problems if you would go through this step as soon as you have finished reading this document.

Proxy Appointment

To appoint, change, or cancel a proxy log on to the database as described above and select "Member Options" and the sub-menu "Appoint a Proxy".

This will show on the left a list of the organisations that you currently represent. You will need to select each in turn if you wish to make a proxy appointment. Then select the 'edit' option and a drop down list will appear listing all current Council members and anyone else who has recently been a proxy. The entries are listed alphabetically by surname. Select the proxy that you wish to appoint. This will take you to a confirmation screen which asks you to assent in the form of words required for legal validity.

If the person you wish to appoint is not on the list then at present please send an email to the Voting Register Officer (vro@englishchess.org.uk) giving full details of the person requested and at least their email address. The name will be added to the list and the proxies set up for those organisations that you request.

Proxies to the Chair

Proxies to the Chair work as above: there is a special entry for the Chair towards the top of the dropdown list. However, in the case of an appointment of the Chair you need to tell the Chair how to vote on your behalf. After the proxy has been confirmed you will be taken to a screen that lists the motions for the meeting. Select in turn the motions where you wish to make a direction and then click one of the buttons 'Vote in favour', 'Vote against' or 'Abstain'.

If you wish to split your vote you will currently have to email the chair directly to do this.

If after making your direction to the Chair you change your mind about how your vote should be cast you can make changes using the "Instruct the Chair" sub-option from the "Member Options"

Cancelling a Proxy

To cancel a proxy go to 'Member Options' → 'Appoint a Proxy' as before and select the top item in the drop down list (with the name *None). The proxy is immediately cancelled. [You can even do this during the meeting itself if you find at the last minute that you are able to attend and wish to reclaim your votes].

Voting in the Meeting

During the meeting 'Member Options' → 'Vote' will take you to the electronic voting screen. Trying this at the moment will just give you a message saying "No motions are currently being voted on". The page is fairly similar to previous software used in our Zoom meetings except that your own voting entitlements will be automatically displayed and the voting is validated by the software, (making checking by tellers unnecessary). An extra feature is that you will be able to see how your votes have been recorded and will be able to correct any errors up to the moment when the Chair closes the poll.

Help

If you are having difficulties or notice any software issues please do feel free to email

vro@englishchess.org.uk