

## Guide to the Voting Portal for BMC's AGM 2022

UK Engage (UKE) are administering all the voting for us this year: proxy voting and voting on the day of the AGM, the voting website is operated by UKE. When you receive your email from UKE (don't forget to check your junk mail), you will be provided with a unique code which allow you access to the voting website. Alternatively, you might have received this code via the Spring edition of Summit, or via letter.

If you do not have your code please contact UKE using the email address - [bmc@uk-engage.org](mailto:bmc@uk-engage.org) the BMC does not have access to voting codes.

**IMPORTANT** Whether you are intending to appoint a proxy to vote on your behalf, or you want to vote on the day, you **must** access the UKE voting website by **5pm Friday 13 May**. This is because if you want to attend the AGM, the link to get a ticket from Eventbrite, and therefore the dial in details, is on the voting website.

If you forget to do this please email [agm@thebmc.co.uk](mailto:agm@thebmc.co.uk) as soon as possible and in any event prior to **5pm Wednesday 18 May**. Please include your BMC membership number in this email.

This guide will show you what the website will look like and what you need to do to appoint a proxy, or attend the AGM.

### Opening page

Once you've cut and paste or clicked on the URL provided by UKE, you'll arrive at the page below. Input your unique security code and click 'Go to ballot'.

### Initial page

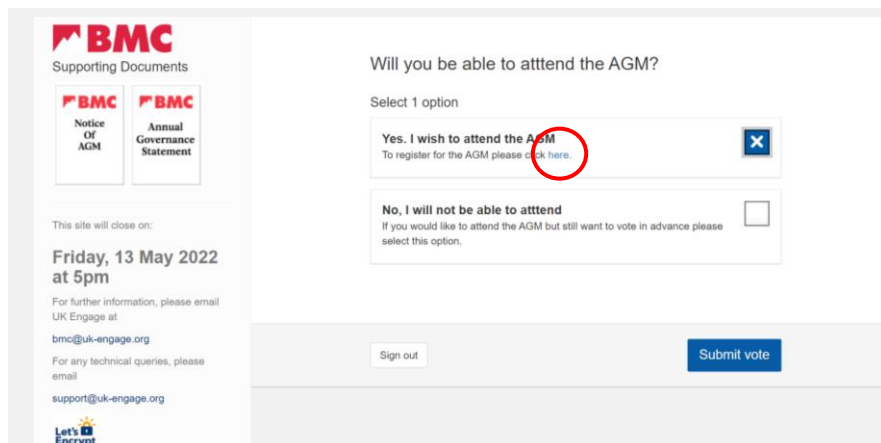
Once you've logged on, you'll be met with the page below, which allows you to access the Notice and Agenda of the AGM and the Annual Governance Statement (circled below) and provides you with two options:

If you wish to attend the AGM, this means that you will vote at the AGM on Wednesday 18 May.

If you are not sure whether you can attend, but you definitely want to vote, the best thing to do is to click 'No, I will not be able to attend'. This takes you to the proxy voting and also a link to register to attend the AGM (further details below).

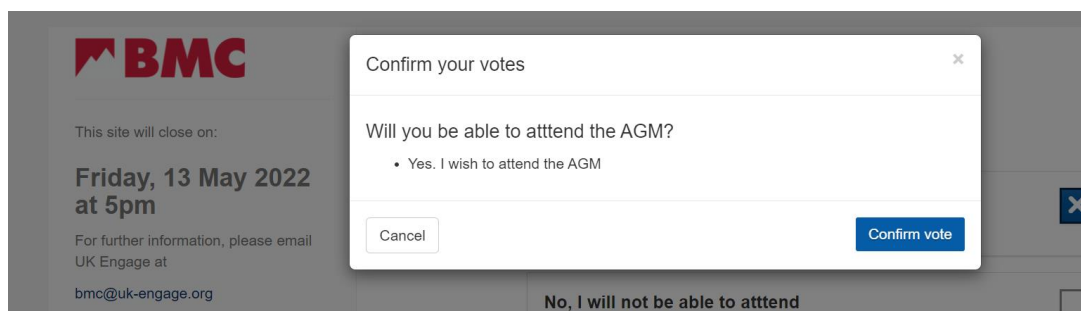
### Yes, I wish to attend the AGM

If you tick this option, this means that you will vote at the AGM on Wednesday 18 May. You must click on the link to register for the AGM (circled below) **before** you click 'Submit vote'.

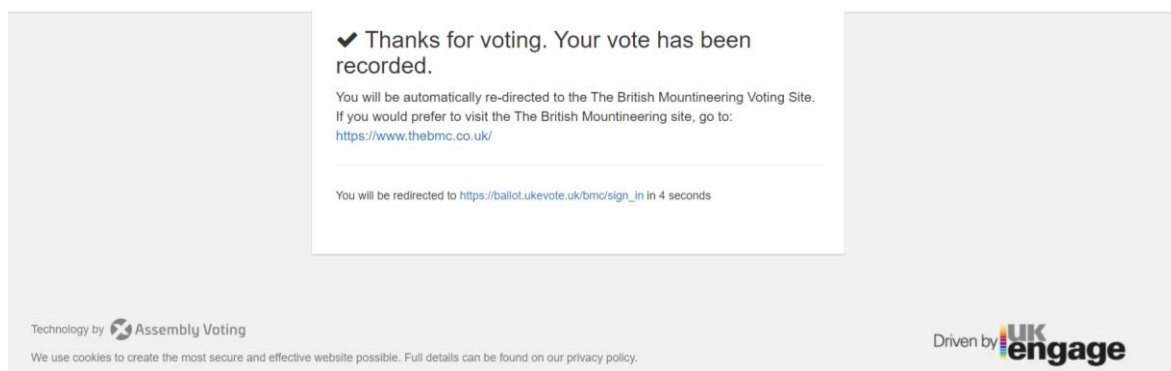


The link opens up a separate tab to the Eventbrite registration page (details below). You can either complete the steps on the Eventbrite page and then come back to the voting website or vice versa.

To finish using the UKE website click on 'Submit vote', which results in a pop-up:



Click on 'Confirm vote' and it takes you to the following screen:



This doesn't mean you have voted on the resolutions or elections, but that you have told UKE you will be attending the AGM.

**IMPORTANT:** don't forget to complete the steps on the Eventbrite page if you haven't already done so.

## No, I will not be able to attend

Clicking this option reveals the details of how to vote by appointing a proxy to attend the AGM on your behalf and cast your vote for you then.

Notice Of AGM Annual Governance Statement

This site will close on:  
**Friday, 13 May 2022 at 5pm**

For further information, please email UK Engage at [bmc@uk-engage.org](mailto:bmc@uk-engage.org)

For any technical queries, please email [support@uk-engage.org](mailto:support@uk-engage.org)

Let's Encrypt  
Click here for our Privacy Policy.

Select 1 option

Yes, I wish to attend the AGM  
To register for the AGM please [click here](#).

No, I will not be able to attend  
If you would like to attend the AGM but still want to vote in advance please select this option.

Appointment of a Proxy for AGM resolutions

A member can appoint either the Chair of the AGM or their own individual proxy. If the Chair is appointed they will be in attendance at the AGM and will vote as directed. If an individual proxy is appointed they will need to physically attend the AGM and vote as directed in person.

If you have appointed a proxy but you would still like to register to view the AGM please register by clicking [click here](#).

Select 1 option

I wish to nominate the Chair of the AGM as my proxy

If you're not sure whether you can attend, but definitely still want to vote, this also provides you with a link to the Eventbrite registration page, as circled above, so you can register to attend the AGM and appoint a proxy to vote on your behalf. Details of how to register with Eventbrite are provided below.

You have two options in respect of appointing a proxy, the Chair of the AGM, or someone else. The someone else does not have to be a BMC member, but you **must** provide their email address and they **must** attend the AGM. It would be a good idea to check with this person whether or not they are attending the AGM prior to appointing them as your proxy.

As the screenshot below shows, you have to put some text in the box if you wish to appoint someone other than the Chair of the AGM as your proxy i.e. their name and email address.

Select 1 option

I wish to nominate the Chair as my proxy and instruct them as follows

I nominate the following person as my proxy and instruct them as follows  
Please type the name of the person along with their email address below

**Write in option must have text**

Once you've done this you can then start instructing your proxy how to vote. If there is a supporting paper for a resolution, you view them by clicking on the word 'here' just under the resolution, as circled below:

Resolution 1 - Ordinary

To approve the minutes of the previous AGM held on 15 May 2021.

Please [click here](#) to access the minutes of 2021 AGM

Select 1 option

For

Against

Discretionary

Abstain

Please note, the Annual Governance Statement isn't voted on, it's just for information.

As you can see from the screenshots above and below, you have four options for all the resolutions and the elections:

‘For’                      ‘Against’                      ‘Abstain’                      ‘Discretionary’

If you choose ‘For’ ‘Against’ or ‘Abstain’ you are directing your proxy how to vote, if you choose ‘Discretionary’ you are allowing them to use their discretion. If you have chosen the Chair of the AGM as your Nominated Proxy and you gift them a discretionary proxy – please read [this article](#).

**Important: If you choose ‘Abstain’ then your proxy will not vote on that resolution/election, however it should be noted that this is not a ‘vote’ in law and will not be counted in the calculation of the proportion of the votes ‘For’ or ‘Against’ a resolution, or in the number of votes cast for a candidate standing in the elections.**

As you can see from the screenshot below, you just click in the box you want to tick and a cross appears. The UKE site ensures you can’t tick two options:

Ordinary Resolution 1  
To approve the minutes of the previous AGM held on 15 May 2021.  
Please click [here](#) to access the minutes of 2021 AGM

Select 1 option

For	<input type="checkbox"/>
Against	<input type="checkbox"/>
Discretionary	<input type="checkbox"/>
Abstain	<input checked="" type="checkbox"/>

Ordinary Resolution 1  
To approve the minutes of the previous AGM held on 15 May 2021.  
Please click [here](#) to access the minutes of 2021 AGM

Select 1 option

For	<input checked="" type="checkbox"/>
Against	<input checked="" type="checkbox"/>
Discretionary	<input type="checkbox"/>
Abstain	<input type="checkbox"/>

✘ Too many options selected

Once you have completed all the resolutions and elections, you click on ‘Submit vote’, circled below:

Please click [here](#) to access a statement from Oil Lewis

Select 1 option

For	<input type="checkbox"/>
Against	<input type="checkbox"/>
Discretionary	<input checked="" type="checkbox"/>
Abstain	<input type="checkbox"/>

Sign out      **Submit vote**

This results in a pop-up appearing which asks you to confirm your choices **please review this**. If you are not happy, then click on the ‘Cancel’ button at the bottom and you can change your choices. If you are happy with your choices, click the ‘Confirm vote’ button.

Confirm your votes

Will you be able to attend the AGM?

- No, I will not be able to attend

Appointment of a Proxy for AGM resolutions

- I wish to nominate the Chair of the AGM as my proxy

Resolution 1 - Ordinary

- For

Resolution 2 - Ordinary

- For

Resolution 3 - Ordinary

- For

Resolution 4 - Ordinary

- For

Resolution 5 - Ordinary

- For

Resolution 6 - Special

- For

Resolution 7 - Special

- For

Election 8

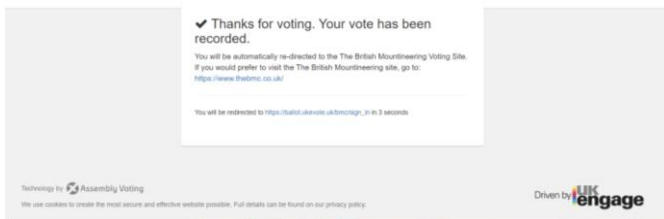
- For

Election 9

- For

Cancel Confirm vote

Once you click 'Confirm vote' it takes you to the screen below and you have finished voting.

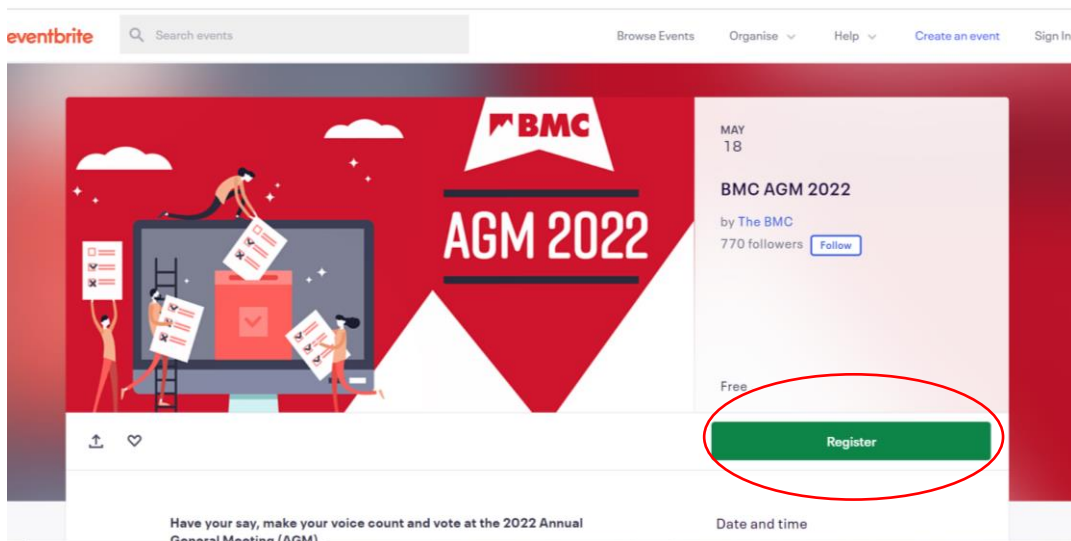


The voting site automatically then redirects you to the BMC website.

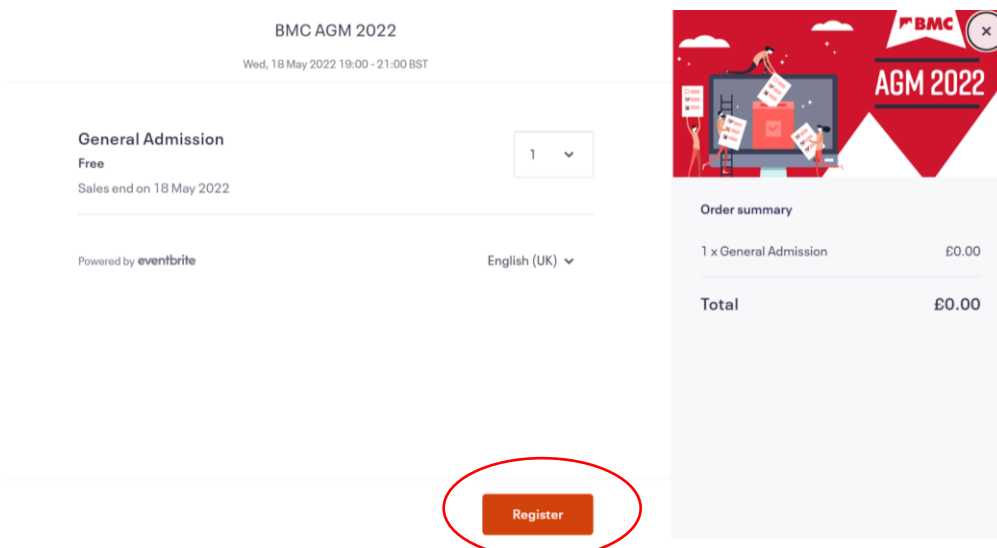
**IMPORTANT:** if you have also clicked on the link to register to attend the AGM, don't forget to complete your registration.

## Eventbrite registration – attending the AGM

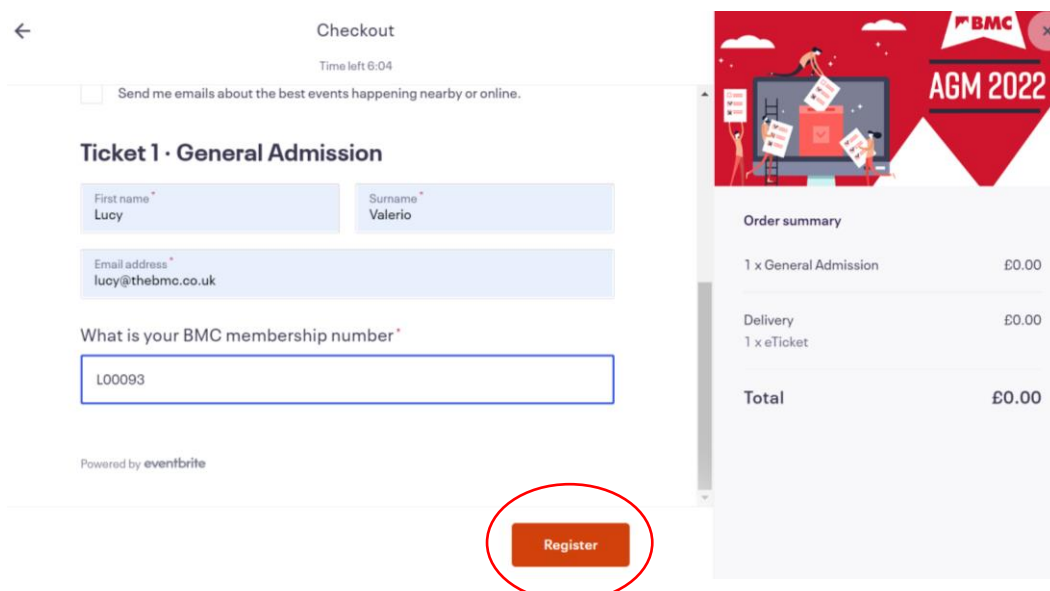
If you click on either of the links available that you are attending the AGM, then the link to register with Eventbrite opens up on a new tab. It looks like this:



You then follow the steps on the Eventbrite website – and click the green register button (circled above). This takes you to the next screen, where you should click on the orange register button (circled below).



Please then complete the details requested: your first name, surname, email address and BMC membership number. Once you've done this the register button will be available for you to click on (circled below).



This leads to confirmation that you've registered to attend the AGM, and you'll receive an email from Eventbrite (check your junk folder for this). This has the dial in details for the meeting on it.

The screenshot shows an Eventbrite confirmation page. At the top left, there is a green checkmark icon followed by the text "Thanks for your order! #3382258319". Below this, the event title "BMC AGM 2022" is displayed in a large, bold font. Underneath the title, there is an "ORGANISER MESSAGE" section that says "Thank you for registering. Please check your emails for the Zoom link". A table below lists the ticket details:

TICKET SENT TO	DATE
lucy@thebmc.co.uk <a href="#">Send to another email address</a>	Wed, 18 May 2022 19:00 - 21:00 BST

At the bottom of the page, there is a "View Tickets" button and social media sharing icons for Facebook, WhatsApp, Twitter, and Email. On the right side of the page, there is a sidebar for "The BMC" with 770 followers and a "Follow" button.

**IMPORTANT: if you haven't finished using the UKE website, don't forget to go back to it and complete as appropriate.**