



Planning and managing an Annual General Meeting (AGM) and the communication of information to shareholders or members that precedes it can tax the resources of any organisation - large or small.

The constitutions of most companies, unions and incorporated associations allow for the use of proxy voting at their meetings which allows absent shareholders or members to have their say. This in turn increases the complexity of the meeting management task.

SecureVote can provide a meeting services solution for any organisation planning an AGM or other shareholder/member meeting. SecureVote can assist with all of the steps required to hold a successful meeting:

1. Planning the meeting

- ▶ Develop a plan for management of the meeting and all associated communications
- ▶ Secure appropriate meeting venue

2. Informing shareholders or members

- ▶ Prepare the notice of meeting and proxy forms
- ▶ Manage database of all eligible voters
- ▶ Distribute notice of meeting and forms to all shareholders or members
- ▶ Process all incoming forms and report on proxy statistics
- ▶ Process any returned mail

3. Holding the meeting

- ▶ Register shareholders/members and proxy holders at the meeting
- ▶ Count for and against in a show of hands
- ▶ Conduct a poll if required to determine result of vote on a resolution

SecureVote also offers consultancy advice regarding any aspect of conducting an efficient and successful AGM.

The largest proxy vote ever held in Australia

The voting challenge

The NRMA had close to 2 million members at the time of their AGM. One month prior to this meeting all members of the NRMA had to receive a notice of meeting detailing the time and place of the meeting, the resolutions that would be put to the meeting and the proxy forms.

The SecureVote Solution

SecureVote managed the initial communication to members including design and production of all materials, creation of member database and the mail out itself. Over 320,000 proxy forms were returned completed. These forms were processed and the data contained within them was summarised in a report.

SecureVote provided and staffed 64 registration terminals for the anticipated 5,000 to 10,000 members that were expected to attend. At the registration terminal each member received their official voting papers. This ensured that despite the size of the meeting, attendees experienced fast and efficient registration with minimal wait time. A returning officer was supplied to plan and manage all processes involved with the meeting.

The Business Benefit

The NRMA was completely satisfied with the largest AGM they had ever held, due to the responsive, efficient and professional service provided by SecureVote. In particular, the registration of attendees at the meeting was rapid which meant there were no long queues or lengthy delays for members participating in the meeting.

The fact that SecureVote could provide a total solution including managing the design, print and posting of all materials to members was a major benefit to the NRMA. The service received by the NRMA was seen as very professional. The NRMA also commented on the excellent availability and accessibility of SecureVote staff at all levels throughout the duration of the project which greatly facilitated the job of the NRMA personnel involved.



Contact Details

If you want to learn more about how we can assist in making your voting process convenient efficient and more **secure**, then contact us on:
Phone: 1300 135 328
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