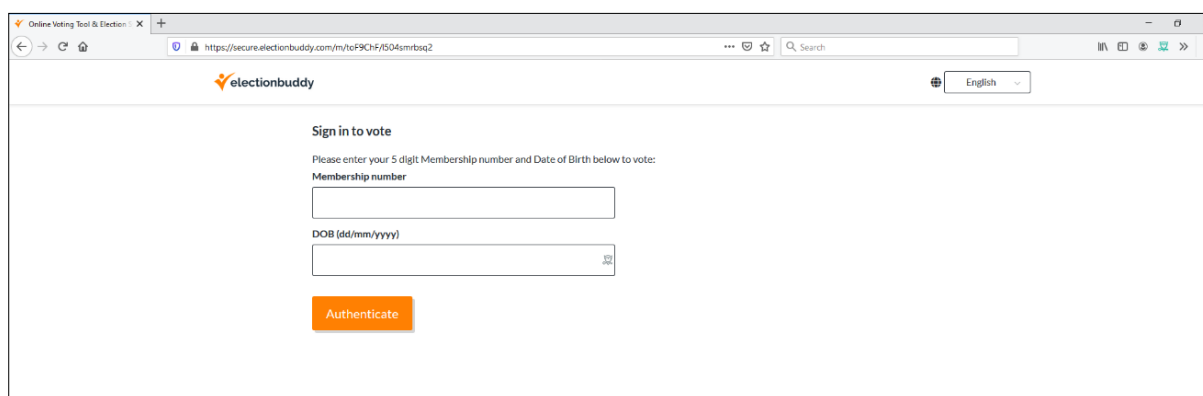


## Voting in the InstMC AGM and EGM 2020

- 1) Please use the following link to access the platform

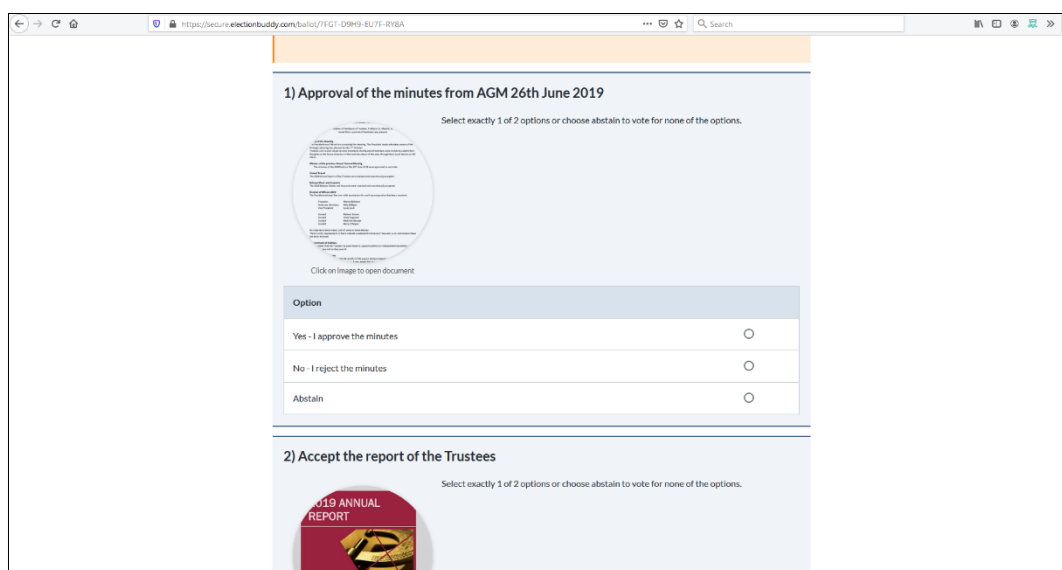
<https://secure.electionbuddy.com/m/toF9ChF/instmc2020>

- 2) You will be asked to login using your 5-digit membership number and DOB in the format dd/mm/yyyy (please **include** the slashes when typing your DOB)

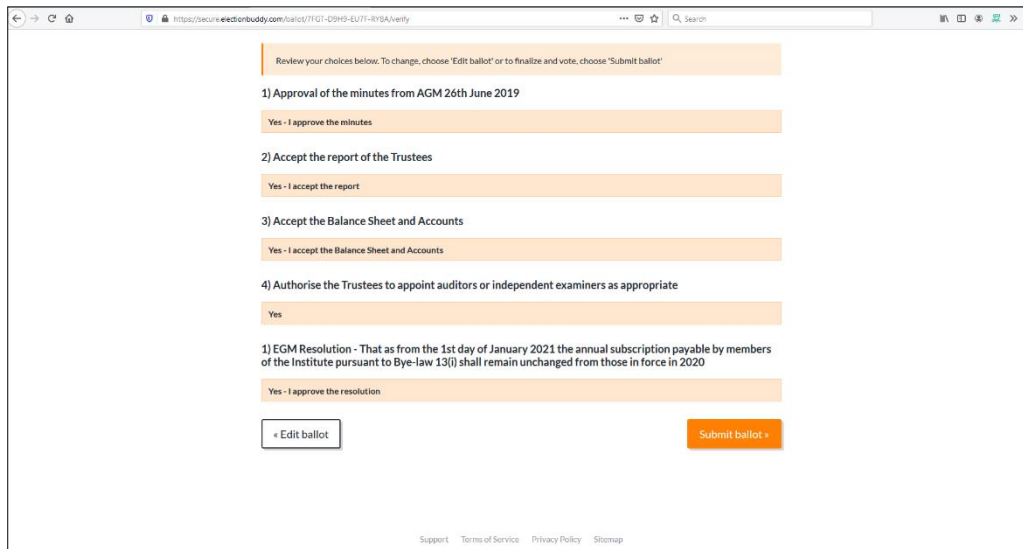


\* If you are a Student, Affiliate or Associate member of the Institute, you are not eligible to vote and will not be able to log in.

- 3) If you have entered your details correctly you should be taken straight to the ballot. Please choose an option for each motion and then click “Verify Selection” at the bottom of the page.



- 4) You will then be given the option to review your choices. You can edit your selection by clicking “Edit ballot” or submit your vote by clicking “Submit ballot”

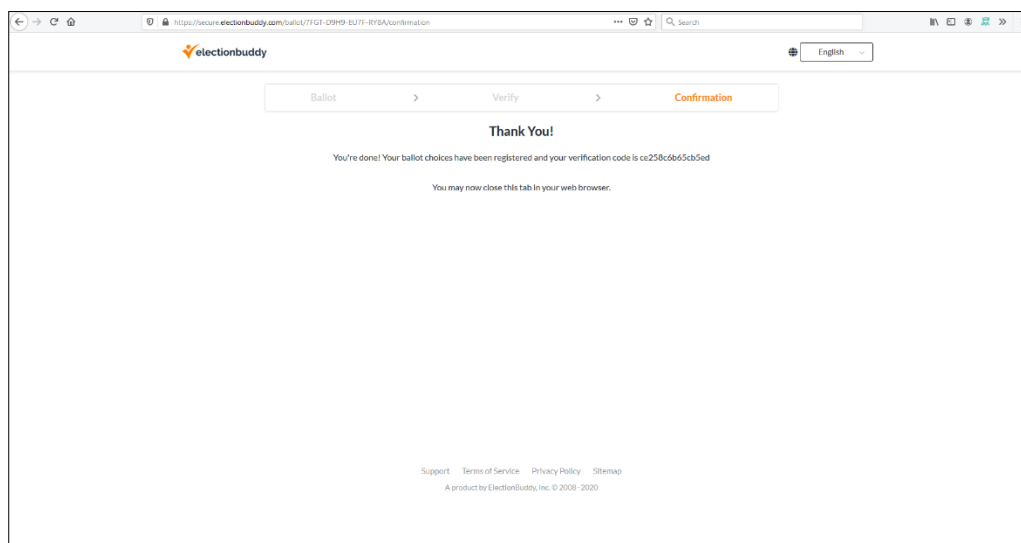


The screenshot shows a web browser window with the URL <https://secure.electionbuddy.com/ballot/7FGT-D9H9-EU7I-RY6A/verify>. The page displays a list of ballot items for review. At the top, a message reads: "Review your choices below. To change, choose 'Edit ballot' or to finalize and vote, choose 'Submit ballot'". The items are:

- 1) Approval of the minutes from AGM 26th June 2019  
Yes - I approve the minutes
- 2) Accept the report of the Trustees  
Yes - I accept the report
- 3) Accept the Balance Sheet and Accounts  
Yes - I accept the Balance Sheet and Accounts
- 4) Authorise the Trustees to appoint auditors or independent examiners as appropriate  
Yes
- 1) EGM Resolution - That as from the 1st day of January 2021 the annual subscription payable by members of the Institute pursuant to Bye-law 13(i) shall remain unchanged from those in force in 2020  
Yes - I approve the resolution

At the bottom, there are two buttons: "Edit ballot" and "Submit ballot". The footer contains links for Support, Terms of Service, Privacy Policy, and Sitemap.

- 5) Your vote has now been submitted.



The screenshot shows a web browser window with the URL <https://secure.electionbuddy.com/ballot/7FGT-D9H9-EU7I-RY6A/confirmation>. The page displays a confirmation message. At the top, there is a navigation bar with "Ballot", "Verify", and "Confirmation" (highlighted in orange). The main content area says:

**Thank You!**  
You're done! Your ballot choices have been registered and your verification code is `cc258c4b65cb5ed`  
You may now close this tab in your web browser.

The footer contains links for Support, Terms of Service, Privacy Policy, and Sitemap, along with the text "A product by ElectionBuddy, Inc. © 2008-2020".

If you access the vote before it opens at 9am on 17<sup>th</sup> June, you will see a screen informing you that this election is not yet open for voting. You will need to revisit the page after 9am 17<sup>th</sup> June.

If after entering your login details you see a screen saying “Invalid Access Key”, this means that your login details have either been entered incorrectly or you are not eligible to vote. Please contact [admin-subs@instmc.org](mailto:admin-subs@instmc.org) if you need support.