

Real Club de Golf Guadalmina

Urb. Guadalmina Alta S/N
San Pedro Alcántara 29678
Málaga (España)

ELECTORAL REGULATIONS

The Board of Directors will call for a General Assembly for the election of a new President and Board of directors no fewer than ninety days in advance, without the announcement taking place after the period of four years for which it was elected.

In the event that the Board of Directors resigns or does not call elections within the stipulated time, the electoral procedure will be the responsibility of the Club Secretary and, if necessary, the assistance of the Royal Andalusian Golf Federation.

From the resignation or expiration of the term of their appointment, the Board of Directors will act in "functions", limiting itself to attending to the mere administration matters necessary for the ordinary activity of the Club.

RESPONSIBILITIES OF THE OUTGOING BOARD OF DIRECTORS AND ITS SECRETARY

The outgoing Board of Directors will announce the date of the elections to the members of the club on the club notice board , via email to the members' database and on the website.

In the above announcement it will also ask for volunteers to form part of the Electoral Committee, granting a period of ten days following its publication for volunteering for the said positions. These volunteers must be members entitled to vote in accordance with the By-Laws and must submit their request in writing to the Secretary of the Board of Directors.

In the presence of the volunteers wishing to attend, the secretary and the appointed notary in the notary's office, he/s he will introduce the names of all and each, in ballots with their names (of the volunteers who meet the necessary requirements as defined in the statutes) in an envelope or urn and, after shaking them will draw 3 names that form the Electoral Committee and other 3 names below which will be reserves with their order of priority, on the assumption that there are enough volunteers to do so.

The elected members of the Electoral Committee nominate among them their Spokesperson/President.

The Club Secretary will act as Secretary of the Electoral Committee with the right to speak but not to if he/s he is not a member of the Committee himself. If the Secretary of the Club forms part of a candidature he/s he will not be able to act as Secretary of the Electoral Committee, and the Committee itself will appoint a Secretary elected by and from among its members. The members of the Electoral Committee and their stand-ins will be announced by the Secretary immediately after the drawing of lots.

THE ELECTORAL COMMITTEE

The Spokesperson/President of the Electoral Committee will call all the meetings necessary for the satisfactory execution of the electoral procedure. The necessary quorum will be two members.

None of the members of the Committee may be candidates in the elections, and if their decision to be one takes place after their appointment, they will leave the Committee and be replaced by the first stand -in.

The obligations of the Electoral Committee will be:

- To ensure that the present electoral procedure is fulfilled.
- To publish the request for candidatures on the website and on the club notice board.
- The Electoral Committee, with the assistance of the administrative staff, will be responsible for the drawing up and publication of the electoral roll, for resolving any possible challenges and for publishing the definitive electoral roll on the club notice board and on the website.

The members entitled to vote are those defined in the By-Laws and, in any case, the following requirements will be compulsory:

- a) To be a Full Member.
- b) To be up-to-date with the payment of the corresponding club fees.

- To declare and announce the valid candidatures.
- To establish a poll-site voting period lasting no fewer than four hours on the date stipulated for the elections.
- To prepare the ballot papers and envelopes necessary for voting, as soon as the candidatures are announced.
- To issue an identifiable **Voting Certificate** for each of the members who request it and to send it by registered mail to the address which appears in the club database, an alternative address that the member has indicated in writing, or to deliver it by hand, with the member signing a receipt.
- The Electoral Committee will appoint a Notary to receive and guard the early votes and to monitor the vote counting procedure on the day of the elections.
- The Electoral Committee must resolve any matter or challenge during the electoral procedure, including those not listed in these Regulations.

If there is only one valid candidature it will not be necessary to continue with the electoral procedure and there will be a direct announcement of the only valid list, the declaration/announcement by the Electoral Committee in the General Assembly. After ratification by the General Assembly members and the Royal Spanish and Andalusian Golf Federations will be notified.

CANDIDATURES

The different lists of candidates will be submitted in writing to the Electoral Committee within a period of 7 days starting from the publication of the definitive electoral roll.

Each list must include:

- a) No fewer than five and no more than twenty names of members entitled to vote who have belonged to the club for at least one year.
- b) A nomination for President
- c) A nomination for at least one Vice-president
- d) A nomination for Treasurer.
- e) The acceptance by these members to be candidates
- f) **The incorporation of up to 4 substitutes per candidacy is allowed.**

If one candidate forms part of two or more lists, he or she will be required to immediately indicate which one of them he or she will stay on. If no reply is received from the candidate, he or she will be excluded from all of them.

A candidate may withdraw his or her name from a list at any time until the ballot papers are issued, but no replacement may be included if the candidatures have already been announced.

After closing the period for the presentation of different lists, candidatures will have 8 days more to present their election manifestos.

WAYS OF VOTING

Votes may be cast in person at the poll site, by mail or by early voting in person at the designated Notaries office. Votes will be not accepted through a third party, proxy or similar.

In order to exercise his or her right to vote, the voter will have a small envelope into which the ballot paper, and nothing else, will be introduced. No mark enabling recognition of the identity of the person casting it may appear either in or on this envelope. Similarly, the ballot paper of the candidature may not contain amendments, additions or deletions.

a) Poll-site voting

In person, on the designated day during the established period. In order to vote in this manner, the member must submit to the Electoral Table, formed by the Electoral Committee, an original identity document with a photograph (passport, national identity card, driving license, etc.). Once the inclusion of the member on the electoral roll has been verified, his or her vote may be introduced into the poll site ballot box

The presence of an observer for each candidature running in the elections will be allowed during the time stipulated for the poll site voting and during the subsequent count. These observers may not take part in the procedure but may request that all the comments and/or complaints they deem appropriate appear in the report that the Committee will draw up on the electoral assembly.

b) Postal voting

Members interested in postal voting must request, in writing, a **Voting Certificate** from the Electoral Committee, to be sent to the address supplied by the latter.

In the case of postal Voting, the small envelope will be introduced into another large envelope, which will be addressed to the Electoral Committee of the Club and that of the designated Notary. The large envelope must contain, apart from the small envelope with the ballot paper, the original of the **Certificate** issued by the Committee, duly signed by the voter, as well as a photocopy of an identity document, on which it is easy to recognize the voter's name and which must have a signature to check against the one the voter has put on the certificate. In case of doubt in the procedure, this will be similar to the model of vote-by-mail voting at the time in Spain for the general elections.

The large envelope containing all the documentation, together with the small envelope containing only the ballot paper, will be sent by registered mail to the Electoral Committee at the address of the designated Notary.

The Notary, upon receipt of a postal vote, will place the unopened large envelope in a sealed ballot box which will only be used for postal votes. Only votes received by one working day before the date of the elections will be accepted.

The original signed certificate will be absolutely essential, together with the signed photocopy of an identity document.

c) Early voting at the Notaries office

In person at the Notaries office, until the working day before the date of the elections. Members should go there with all the documentation necessary for voting, namely small envelope containing the ballot paper, a photocopy of their identity card and its original so that the Notary can identify them and certify the photocopy, and a large envelope in which to put everything, which will be addressed to the Electoral Committee.

This large envelope containing all the above documentation will be introduced into a sealed ballot box which will be used only for early votes.

The cost of the certification by the Notary will be met by the club.

PROCEDURE AND COUNTING OF VOTES

After the poll site voting period has ended the observers and members of the Electoral Committee who wish to vote may do so.

By that time the Notary will already have delivered to the Electoral Board the ballot boxes containing the early votes and postal votes, which must have remained in their sealed ballot boxes until that moment.

The votes contained in the three different ballot boxes must be kept separate at all times. Poll-site votes will prevail over early votes at the notary's office and the latter over postal votes. Any second, subsequent, any votes made by the same voter which arise will not be accepted.

The envelopes with the early votes deposited at the notary's office will be opened. It will be verified whether the documentation is correct and that the voters appear on the electoral roll, and then their votes will be put in a ballot box for early votes.

Finally, the envelopes received by mail will be opened. It will be verified whether the documentation is correct and that the voters appear on the electoral roll, and then their votes will be put in a ballot box for postal votes.

Once there are the three ballot boxes containing only the small envelopes with the ballot paper, the envelopes will be opened and the ballot papers from each ballot box will be counted separately.

Observers must not interfere with the count of the vote, but will be free to ask or clarify any situation. On the contrary, the notary must engage in the count of the vote to ensure maximum legal certainty of the procedure.

Once the count has ended, the Electoral Committee will in the General Assembly announce the winning candidature in the General Assembly, which will be the one which has received the highest number of votes, even if this number is not greater than the total number of those obtained by the other candidatures, in the event that there are more than two running in the elections. It will then draw up the corresponding report and will notify the Royal Andalusian and Spanish Golf Federations. The report must record the total number of votes cast, differentiating between poll-site votes, early votes at the notary's office and postal votes, those which are valid and those which are not accepted as they are invalid for any reason. It may provide further details, if appropriate, especially in the case of double or multiple votes and those which do not meet the formal requirements, invalid votes, blank ballot papers and those obtained by each of the candidatures.

All the documentation will be guarded by the Notary until at least thirty days have gone by, provided that any challenges have been resolved. The documentation must be kept in the respective ballot boxes and these will be sealed with the signature of the Electoral Committee, the Notary and the observers who wish to sign.

The Electoral Committee will not destroy any documentation until all the challenges have been resolved or thirty days have gone by without any being received.

CHALLENGES

If any candidature wishes to challenge the electoral procedure at any time, the corresponding challenge must be submitted in writing to the Electoral Committee within a period of five calendar days, starting from the time at which the Committee's decision is made or when the circumstance which is challenged occurs.

If the Committee deems it necessary, it will refer the challenge to the other candidatures, giving them sufficient time to study and oppose it, and the Committee will not resolve the challenge made until this period has gone by.

Once the period granted for arguments has gone by, the Committee will resolve the matter within three days. In any case, the Committee may, if it deems it appropriate, approve provisional measures prior to the final resolution.

Any challenge to the result of the elections may be received within a maximum period of ten days, starting from the moment of the announcement of the winning candidature.

The challenges received from any members, even if they do not form part of a candidature, will be dealt with in a similar manner.

For all matters not expressly envisaged in these Regulations, Junta de Andalucía's Decree of 7/2000 in respect of Sporting Clubs, will be adopted as subsidiary regulations.

APPENDIX 1. OTHER KINDS OF ELECTIONS

Presidential elections

In accordance with the By-Laws, in the event that the position of President becomes vacant, the Vice-President will call an assembly, which will be held within the 90 days following that on which the position of President becomes vacant. The same requirements as those applicable when the President is elected together with the rest of the Board of Directors will be fulfilled.

Elections for Members of the Assembly

Once the number of members entitled to vote in accordance with article 19 of the By-Laws has been exceeded, elections will be held to elect representatives for the Assembly, with the same requirements as the previous ones.

Once the representative as for the Assembly have been elected in this manner, they will thereafter be called to hold the Ordinary and Extraordinary Assemblies of the Club.

APPENDIX 2. ELECTORAL CALENDAR

	Steps in the electoral process	Days		
		from previous step	since the call for election	until election day
1	Call for a General Assembly for the election of a new President and Board of directors by the exiting Board of directors. The call includes: - elections date - request for volunteers for the Electoral Committee - Naming of the Notary to assist in the election - Call of the Extraordinary General Assembly / s for the election / proclamation of the President and Board of Directors	0	0	90
2	Publication of the call for election and request for volunteers via - ordinary letter to all members - emails to the members registered in the club's database - publication on the club's announcement board and web	5	5	85
3	Presentation of the volunteers to the Electoral Committee	10	15	75
4	Election of the Electoral Committee by the Notary. Members will be informed via email, publication on the web and the notice board.	1	16	74
5	Publication of the electoral roll by the Electoral Committee	5	21	69
6	Period for challenges to the electoral roll	5	26	64
7	Period for the Electoral Committee to resolve the challenges	3	29	61
8	Final Approval and publication of electoral roll	0	29	61
9	Start of voting process by mail: members who wish to vote by mail may request the issuing the voting certificate in writing via letter or e-mail or in person to any member of the Electoral Committee	0	29	61
10	Deadline for presenting candidatures	7	36	54
11	Period for verifying the candidatures by the Electoral Committee and their provisional announcement	3	39	51
12	Period for challenging the provisional announcement of the candidatures	5	44	46
13	Period for the Electoral Committee to resolve the challenges	3	47	43
14	Declaration of the final admitted candidatures and deadline for presentation of their electoral programmes to the Electoral Committee. - Extraordinary General Assembly for proclamation of President and Board of Directors in case of a single list.	0	47	43

15	Publication of the candidatures and their respective programs in the following ways: - ordinary letter to all members with the candidatures and the voting papers - emails to all registered members - publication of the candidatures on the club's announcement board and the web	5	52	38
16	From the moment the voting papers are with the electorate, they can start to cast their votes by certified post to the designated Notary. Additionally one can vote at the Notary during the 10 days preceding the election date.	0	52	38
17	Deadline for the request for a voting certificate to be received by the Electoral Committee.	23	75	15
18	Deadline for issuing the voting certificates: the Committee will send to the members who have requested it the documentation required for postal voting by means of a letter sent by registered mail or of giving it in hand with acknowledgment of receipt.	5	80	10
19	Election day: - Poll-site voting as described in the Electoral Rules - count and announcement of the provisional election result and elected candidature by the Electoral Committee to the General Assembly for ratification.	10	90	0
20	Period for challenging the provisional result	10	100	-10
21	Period for the Electoral Committee to resolve the challenges	5	105	-15
22	Announcement of the final election result and elected candidature by the Electoral Committee	0	105	-15