OMAGH LAWN TENNIS CLUB

Special General Meeting (SGM)

Voting Policy and Procedures

Date of SGM: 8:00 pm Wednesday 4th November 2026
Purpose: To vote on whether to proceed with the proposed facilities development and associated funding arrangements.

1. Introduction

Omagh Lawn Tennis Club is committed to ensuring that all eligible members have a fair and reasonable opportunity to vote on the proposed development of facilities.

In accordance with the club's constitution, members may vote in one of three ways:

- In person at the Special General Meeting (SGM).
- By WhatsApp to the Club Secretary.
- By email to the club's designated email address.

This policy sets out the procedures for submitting, verifying and counting votes to ensure that the process is fair, transparent and accurately recorded.

The Committee is asking members to decide whether the club should proceed with the proposed £550,000 facilities development. The project includes:

- Installing a roof over Courts 2 and 3.
- Constructing a padel court.
- Constructing a pickleball court.
- Improving the car park.
- Upgrading fencing.

The proposed funding comprises £300,000 secured from Fermanagh and Omagh District Council (FODC), £110,000 from the club's own funds and a further £140,000 to be secured through a combination of bank borrowing, voluntary interest-free loans from members and fundraising.

Members are encouraged to read the full project report before voting.

2. Resolution for Members to Vote On

The Committee proposes that members vote on the following resolution:

"That the members of Omagh Lawn Tennis Club approve, in principle, proceeding with the proposed facilities development at a total project cost of £550,000. The development comprises roofing Courts 2 and 3, constructing a padel court and a pickleball court, improving the car park and upgrading fencing.

Members acknowledge that £300,000 in funding has been secured from Fermanagh and Omagh District Council (FODC), that the club will contribute £110,000 from its own funds, and that a further £140,000 must be secured.

If approved, the resolution authorises the Committee to pursue the necessary funding through a combination of bank borrowing, voluntary interest-free loans from members and

fundraising, and, subject to securing the required funding and satisfying the relevant conditions of the FODC award, to enter into the necessary construction contracts and progress the project."

Members must vote either **FOR** or **AGAINST** this resolution.

- **FOR:** Approve proceeding with the project in principle.
- **AGAINST:** Do not approve proceeding with the project.

Approval will authorise the Committee to progress the project, secure the additional funding and enter into the necessary construction contracts, subject to the conditions set out in the resolution.

3. Voting Options

A. Voting in Person

Members may attend the SGM on Wednesday 4 November 2026 and vote in person.

- The resolution will be presented to members.
- Members will be asked to vote either FOR or AGAINST the resolution.
- The Chair will explain the voting procedure at the meeting.
- Votes will be counted and the result recorded.

All members are strongly encouraged to attend in person and participate in this important decision concerning the future of the club.

B. Voting by WhatsApp

Members who are unable to attend the SGM may submit their vote by WhatsApp to the Club Secretary.

Club Secretary: Adam McGlue
WhatsApp number: 07513 788916

The message must clearly identify the member and state their voting preference.

Please use the following format:

OMAGH LAWN TENNIS CLUB — SGM VOTE

Member's full name: [Insert full name]

Vote: FOR / AGAINST

Resolution: Proposed facilities development and associated funding arrangements.

All WhatsApp votes must be received no later than **6:00 pm on Wednesday 4 November 2026**.

Members are responsible for ensuring that their message has been delivered to the Club Secretary before the deadline.

C. Voting by Email

Members who are unable to attend the SGM may alternatively submit their vote by email.

Email address: omaghlawntennisclub@gmail.com

Please use the following subject line:

Omagh Lawn Tennis Club — SGM Vote

The email should contain the following information:

Member's full name: [Insert full name]

Vote: FOR / AGAINST

Resolution: Proposed facilities development and associated funding arrangements.

All email votes must be received no later than **6:00 pm on Wednesday 4 November 2026**.

Members are responsible for ensuring that their email reaches the club's designated email address before the deadline.

4. Voting Deadline and Late Submissions

The deadline for all remote votes is:

6:00 pm on Wednesday 4 November 2026.

To ensure consistency and fairness, the following rules will apply:

- A WhatsApp vote must have been delivered to the Club Secretary's WhatsApp account by 6:00 pm.
- An email vote must have reached the club's designated email account by 6:00 pm.
- The time displayed on the receiving account will be used to determine whether a vote was received before the deadline.
- A message or email sent before 6:00 pm but received after that time will be treated as late and will not be counted.
- Votes received after the deadline will not be accepted, regardless of the reason for the delay.
- Members are encouraged to submit their votes well before the deadline to avoid any technical difficulties.

The Club Secretary will maintain a record of the date and time each remote vote is received. Any uncertainty about the receipt time will be documented and checked against the available message or email records.

These arrangements are intended to provide a clear and consistent deadline for all members.

5. One Vote per Eligible Member and Duplicate Votes

Each eligible member is entitled to **one vote only** on the resolution.

A member may submit a remote vote and subsequently attend the SGM. However, no member will be counted more than once.

The following procedures will apply:

Where a member submits more than one remote vote

- The Club Secretary will identify duplicate submissions using the member's name and the available voting records.
- If a member submits more than one valid remote vote, the **most recent valid vote received before the deadline** will be counted, replacing any earlier remote vote from that member.
- If a member submits both a WhatsApp vote and an email vote, only the most recent valid submission received before the deadline will be counted.

Where a member votes remotely and then attends in person

If a member has already submitted a valid remote vote and subsequently attends the SGM, their **in-person vote will take precedence**. The earlier remote vote will be disregarded, and only the in-person vote will be counted.

Where a duplicate vote cannot be resolved

If the Club Secretary cannot establish which submission represents the member's intended final vote, the member will be contacted for clarification before the deadline, where practicable.

If the matter cannot be resolved, it will be referred to the Chair and appointed vote counters for a decision in accordance with the club's constitution and the voting procedures agreed for the SGM.

The Club Secretary will keep a record of duplicate submissions and how they were resolved to ensure that the final count can be checked and verified.

No member may change a remote vote after the 6:00 pm deadline, except where the club's constitution or the voting arrangements formally approved for the meeting require otherwise.

6. Verification and Counting of Votes

The Club Secretary will maintain a register of remote votes received by WhatsApp and email.

The register will record, as appropriate:

- The member's full name.
- The voting method used.
- The date and time the vote was received.
- Whether the vote was accepted as valid.
- Whether a duplicate submission was identified and how it was resolved.

The Committee or appointed vote counters will take reasonable steps to ensure that:

- Only eligible members' votes are counted.
- Each member is counted only once.
- Each vote clearly indicates FOR or AGAINST.
- All valid remote votes received before the deadline are included.
- Duplicate and late submissions are dealt with consistently.
- The final result is accurately recorded.

Any vote that cannot be clearly attributed to an eligible member, or that does not clearly indicate a voting preference, may be treated as invalid unless the member can clarify the submission within the permitted voting period.

Any disputed vote will be handled in accordance with the club's constitution and the procedures agreed for the SGM.

7. Confidentiality and Record-Keeping

Voting records will be handled responsibly and used for administering, verifying and recording the outcome of the SGM.

Access to individual voting records will be restricted to those responsible for administering or verifying the vote, as appropriate.

The Club Secretary will retain the voting records and a record of the final result in accordance with the club's normal record-keeping practices and any applicable requirements.

The Committee will ensure that the voting process is conducted fairly and that the result can be supported by the recorded votes.

8. Announcement of the Result

The result will be announced at the SGM once the in-person and valid remote votes have been counted and reconciled.

The outcome will determine whether the resolution is approved and whether the Committee is authorised to progress the proposed development, secure the necessary funding and enter into the required construction contracts, subject to the conditions set out in the resolution.

The final result will be recorded in the meeting minutes.

9. Important Information for Members

All members are strongly encouraged to participate in this important decision.

Members should:

- Read the facilities development report before voting.
- Attend the SGM on Wednesday 4 November 2026 wherever possible.
- If unable to attend, submit their vote by WhatsApp or email using the details provided in this policy.
- Ensure that remote votes are received by **6:00 pm on Wednesday 4th November 2026**.
- Clearly state their full name and vote FOR or AGAINST.
- Avoid submitting duplicate votes unless they intend to replace an earlier remote vote before the deadline.
- Refer to the full project report for details of the proposed development, costs and funding arrangements.

10. Final Statement

The proposed development represents a significant investment in the future of Omagh Lawn Tennis Club. The Committee believes that the improvements have the potential to enhance the club's facilities, attract new members, create additional income opportunities and strengthen the club's long-term financial position.

The Committee is committed to ensuring that members have a clear, fair and accessible opportunity to express their views and participate in the decision-making process.

Please make every effort to attend the SGM or submit your vote by WhatsApp or email before the stated deadline.

Omagh Lawn Tennis Club Committee