

# Voting Rights and Decision-Making Statement

## Purpose

This statement outlines the voting rights and decision-making procedures for the organization. It aims to clarify how decisions are made, who is entitled to vote, and the processes used to ensure fairness and clarity.

### 1. Eligibility to Vote

- Eligible voters: \_\_\_\_\_
- Criteria for eligibility: \_\_\_\_\_
- Effective date of eligibility: \_\_\_\_\_

### 2. Voting Procedures

1. Description of voting process: \_\_\_\_\_
2. Method (e.g., show of hands, secret ballot): \_\_\_\_\_
3. Quorum required: \_\_\_\_\_
4. Majority needed for decision: \_\_\_\_\_

### 3. Decision-Making Process

1. Matters subject to vote: \_\_\_\_\_
2. Role of chairperson: \_\_\_\_\_
3. Tie-breaking procedure: \_\_\_\_\_

### 4. Amendments

Procedures for altering this statement: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature