

Policy on Elections

This policy is to be read in the context of Item 7 of the Constitution, and in conjunction with the Policy on Proxy Voting.

1. Election for the President, Vice-President, Secretary, Treasurer and other council members will be conducted at each Annual General Meeting. Those elected will hold office for one year or until the conclusion of the following Annual General Meeting.
2. The Annual General Meeting will be held in the new financial year not later than the last day of October.
3. The Annual General Meeting will be held at a location chosen by the ANZSI Council.
4. Only financial members of the Society can stand for office, or vote at elections or meetings.
5. All members of the ANZSI Council do not necessarily have to belong to the same branch.

Election procedures

1. A Returning Officer will be appointed by the ANZSI Council at least two months prior to the Annual General Meeting. The Returning Officer will manage all aspects of the election.
2. Calls for nominations will be advertised by the Returning Officer in the Society's newsletter and on the website.
3. A nomination form for the election of the Council (Form A) will be made available (either via email, mailout, newsletter and/or website) to all members at least four weeks prior to the Annual General Meeting.
4. Nominations for the Council will be signed by two members of the Society and countersigned by the nominee.
5. One form should be submitted for each nomination.
6. Nominations will reach the Returning Officer not later than fourteen days prior to the Annual General Meeting.
7. The Returning Officer will collate the nomination forms and prepare the ballot papers. The nomination forms will be placed in the Society's archives after the election.
8. Where there is only one nomination for a position, the Returning Officer will declare the nominated candidate elected at the Annual General Meeting.
9. If there is more than one nomination for a position, the list of candidates for election will be circulated to all members by email and placed on the website, not later than seven days prior to the Annual General Meeting.
10. Where there is more than one nomination for the position, voting will be by ballot on the ballot paper (Form B).
 - a. Those unable to attend the Annual General Meeting may request an Absentee ballot paper from the Returning Officer. The ballot papers will be placed in a plain envelope, sealed within an addressed envelope with the member's name written clearly on the back of the outer envelope and sent to reach the Returning Officer not later than the day before the Annual General Meeting. On receipt of an absentee vote, the Returning Officer will mark off the names of absentee requestors against a current membership list and collect the sealed plain envelopes ready for opening and counting at the Annual General Meeting.

- b. Those attending the Annual General Meeting will be provided with ballot papers by the Returning Officer who will mark off their names against the current membership list. Completed ballot papers will be given to the Returning Officer
 - c. The Returning Officer will count all votes (absentee and ballot).
11. In the event of no nominations for a position, the Returning Officer will call for nominations without notice at the Annual General Meeting.
 - a. If nominations without notice are received, the Returning Officer will either conduct a ballot or declare nominated candidates elected.
12. Members may be co-opted to fill vacancies on the Council.
13. The Returning Officer will announce the result of the elections at the Annual General Meeting.
14. At the conclusion of the election, the newly appointed Secretary will retain the ballot papers for one month and then dispose of them in a secure manner.

To accompany these guidelines:

- Sample nomination form (Form A)
- Sample ballot paper (Form B)