

<b>Portfolio:</b>	<b>Office of the President and CEO</b>	<b>Ref. No.</b>	<b>REG-1021</b>
<b>Department:</b>	<b>President and Council Support</b>		
<b>Title:</b>	<b>Election Process for Council Office Bearers and Council Executive</b>		

## 1. PURPOSE AND SCOPE

This regulation details the terms of office and the process for nomination of and voting for the Office Bearers of the Council and the elected members of the Council Executive.

## 2. KEY WORDS

Elections, office bearers, nominations, voting process, Council Executive, term of office

## 3. BODY OF POLICY

### 3.1. Background

Election of Office Bearers occurs at the first Council meeting of the calendar year, usually held in February. Five Office Bearer roles are defined by the Constitution at clause 10.1 as:

- a) President,
- b) Vice President,
- c) Treasurer,
- d) Censor-in-Chief, and
- e) Chair of Professional Standards and Fellowship Services Committee.

### 3.2. Term of Office for Office Bearers

- 3.2.1. The terms of office for the Office Bearers and the President are prescribed by Clauses 10.3.1 and 10.3.2 of the Constitution respectively. The term of office for each of these roles is one year.
- 3.2.2. A person may not serve more than two consecutive terms as President.
- 3.2.3. There is no restriction on the number of times an Office Bearer may be re-elected, whether consecutive or not, subject to the maximum nine year limitation applicable to all Councillors.

### 3.3. Nomination

- 3.3.1. It is an expectation of the role of a Councillor that they shall make themselves available for election to office. Nominations are not formally sought.
- 3.3.2. Only the Fellowship Elected and Specialty Elected Councillors may elect or be elected to office bearer positions (Constitution 10.2).
- 3.3.3. The term of office for Office Bearer positions commences after the Annual General Meeting (AGM) which takes place after the Council meeting in which they are elected, and concludes at the AGM in the following year immediately prior to the election process results being announced at that AGM.

### 3.4. General Principles of Voting Process for Office Bearers

- 3.4.1. This voting procedure applies to the annual ballots held at the first Council meeting in each year.
- 3.4.2. All voting is by secret ballot that may be conducted physically, electronically or in such other manner as the President may determine.
- 3.4.3. The ballot process used is the process described in 3.7 below.

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- 3.4.4. In the event that an elected Office Bearer cannot, for any reason, fulfil the obligations of the office, the President may appoint an acting office bearer. Council may determine the need for an extraordinary election of a replacement office bearer. The voting process outlined in this regulation will be enacted. The replacement will take office immediately.
- 3.4.5. All Fellowship Elected and Specialty Elected Councillors are eligible for election regardless of positions held.
- 3.4.6. No Councillor may hold more than one Office Bearer position at the same time.

### 3.5. Voting Timing and Sequence

Voting for Office Bearer positions takes place on the first day of the first Council meeting in each calendar year. The ballot for President occurs prior to the afternoon tea break with the result announced prior to Council breaking for tea. After that afternoon tea break, the remaining Office Bearer position ballots occur in the stated order with the outcome being announced after each ballot:

- a) Vice President
- b) Treasurer
- c) Censor in Chief
- d) Chair, Professional Standards and Fellowship Services

### 3.6. Council Executive

#### 3.6.1. Nominations for Council Executive

In accordance with clause 11.1 of the Constitution, the Council Executive (Executive of Council) consists of the Office Bearers (ex officio) and three other Councillors (elected) as Council may elect at its first meeting held after the AGM. Formal nominations for the elected positions on the Council Executive are called for from the Council at large, before the first Council meeting after the AGM, usually in June. All Fellowship Elected and Specialty Elected Councillors who are not Office Bearers, are eligible to be elected and may vote on the elected positions.

#### 3.6.2. Process of appointment of non-Office Bearers to the Council Executive

- a. Nominations for appointment to the Council Executive are sought from the Council at large via email from the Council Secretary. The voting ballot is circulated to all eligible voting Councillors also via email ahead of the Council meeting. Councillors are provided 7 days within which to return their vote to the Council Secretary.
- b. The three successful candidates are circulated to the President, who announces the results at the June Council meeting.
- c. The three elected rotating Councillors commence their 12-month term on Council Executive from January of the following calendar year.
- d. Should an elected member become unavailable through their departure from Council for any reason, or being appointed to an Office Bearer position due to the departure of an existing Office Bearer (thereby becoming an ex officio Council Executive member), Council will call for nominations and elect a replacement elected member at the next Council meeting.

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### 3.7. Ballot process

- 3.7.1. The receipt by a candidate of an absolute majority of votes, ie more than half of the number of people voting (eg:  $\geq 12$  out of 23;  $\geq 13$  out of 24;  $\geq 13$  out of 25, etc.) shall render that candidate successful in the election.
- 3.7.2. In the event that no candidate obtains an absolute majority on the first ballot (eg: A 9, B 8, C 7), the President shall announce that the candidate holding the lowest number of votes (in this example, candidate C) is excluded from the next ballot and direct Councillors to conduct another vote between the remaining candidates (in this example, A and B). This elimination process will continue until a candidate obtains an absolute majority
- 3.7.3. In the event that the two lowest vote-scoring candidates obtain an equal number of votes (eg: A 11, B 6, C 6), the President shall direct Councillors to vote to determine which of the two lowest vote holders (in this example B and C) shall be excluded.
- 3.7.4. In the event of an absolute tie between two candidates (eg: A 12, B 12), the President shall exercise a casting vote.
- 3.7.5. In the event of a triple or greater number tie (eg: A 8, B 8, C 8), the President shall direct Councillors to vote to determine which candidate shall be first excluded. If this results in a further stalemate, the President shall exercise a casting vote to determine which candidate shall be first excluded.

### 3.8. Voting Procedures for Elected Members of the Council Executive

- 3.8.1. A vote will only be called where more than three persons nominate for an elected member position on the Council Executive. Where only three persons nominate, those three shall be taken as being elected to the elected member positions on the Council Executive without the need for a formal vote to take place. Where less than three persons have nominated, the President may call for further nominations prior to the vote taking place.
- 3.8.2. All All Fellowship Elected and Specialty Elected Councillors are entitled to vote.
- 3.8.3. All eligible Councillors shall cast votes for up to three candidates
- 3.8.4. The three candidates with the greatest number of votes are declared elected.
- 3.8.5. In the event of a tie for the third position, the ballot method described in 4.1 will be used to elect the final candidate.
- 3.8.6. If the three positions cannot be filled, the Council Executive will comprise the Office Bearers and the nominees.

## 4. ASSOCIATED DOCUMENTS

Election and Co-option to Council regulation, Governance Charter, Entitlements for Councillors in Key Positions regulation, Councillors', office bearers' and office holders' position descriptions, Election Process for Council Office Holders and Other Key Positions regulation

**Approver** Governance Committee  
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