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, Executive Committee, 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 Development and Standards Board.

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. Where a Councillor is unavailable to perform any office bearer or office holder positions and/or declines to stand for election, the Councillor shall be deemed to be unable to perform their duties as a Councillor and shall be required to step down from the Council immediately.
3.3.3. Only the Fellowship Elected and Specialty Elected Councillors may elect or be elected to office bearer positions (Constitution 10.2).
3.3.4. The term of office for Office Bearer positions commences after the holding of the elections at the Annual General Meeting (AGM) which takes place next 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 4.1 below.

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 of the Professional Development and Standards Board

3.6. Executive Committee

3.6.1. Nominations for Executive Committee

In accordance with clause 11.1 of the Constitution, the Executive Committee 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. Nominations for the elected positions on the Executive Committee are called for from the Council at large at the first Council meeting after the AGM, usually in June. All Councillors who are not Office Bearers are eligible to nominate for the elected positions and all Councillors may vote on the elected positions.

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

a. Nominations for appointment to the Executive Committee close at the conclusion of afternoon tea on the first day of the Council’s first meeting after the AGM, usually in June each year. The names of the candidates are announced and a ballot paper prepared containing the names of all nominees. At the conclusion of business on that day, the ballot paper is circulated to all Councillors and the voting occurs immediately.
b. The ballot process used is that described in clause 4 below. Results are announced immediately.

c. Appointment of the elected members to the Executive Committee commences upon the ballot results being announced and concludes at the next AGM at which time nomination may be made for re-appointment.

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 Executive Committee member), Council will call for nominations and elect a replacement elected member at the next Council meeting.

3.6.3. Board of Council

The provisions of this clause 3.6 and 4.2 apply to the Board of Council Committee as far as they are relevant, as though references to the Executive Committee are references to the Board of Council, subject to the terms of reference of the Board of Council Committee which will take priority over the terms of this Regulation in the event of conflict or inconsistency.

4. PROCESS

4.1. Ballot process

4.1.1. The receipt by a candidate of an absolute majority of votes, ie more than half of the number of people voting (eg: ≥12 out of 23; ≥13 out of 24; ≥13 out of 25, etc.) shall render that candidate successful in the election.

4.1.2. 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.

4.1.3. 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.

4.1.4. In the event of an absolute tie between two candidates (eg: A 12, B 12), the President shall exercise a casting vote.

4.1.5. 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.

4.2. Ballot Process for Elected Members of the Executive Committee

The vote for elected members of the Executive Committee takes place on the first day of the Council meeting occurring after the AGM, usually in June. Times are
approximate and departure from these stated times does not invalidate the voting process.

1.30pm  President reminds Councillors that those who wish to nominate for one of elected positions on the Executive Committee must give their name to the Company Secretary by the end of afternoon tea and before Council resumes from that break.

3.45pm  Subject to 4.3.1 below, the President’s Executive Assistant or other staff member nominated by the President shall:
1. type up a voting slip with the names of all nominees in alphabetical order
2. bring the exact number of copies to allow one per Councillor to the Company Secretary in the Council room

4.45pm  President brings the item being discussed to a close and announces
• the election will take place
• the returning officer is the CEO
• the scrutineers are two EDSAs or in their absence, other nominees as the President may specify

Voting slips are distributed to the Councillors and the ballot is conducted according to the rules in 4.3.

5.00pm  The President confirms the three successful candidates who are appointed to the elected member positions of the Executive Committee.

4.3.  Voting Procedures for Elected Members of the Executive Committee

4.3.1.  A vote will only be called where more than three persons nominate for an elected member position on the Executive Committee. Where only three persons nominate, those three shall be taken as being elected to the elected member positions on the Executive Committee without the need for a formal vote to take place. Where less than three persons have nominated by the end of the afternoon tea break, the President may call for further nominations prior to the vote taking place.

4.3.2.  All Councillors are entitled to vote.

4.3.3.  All Councillors shall cast votes for up to three candidates on the circulated ballot paper.

4.3.4.  The three candidates with the greatest number of votes are declared elected.

4.3.5.  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.

4.3.6.  If the three positions cannot be filled, the Executive Committee will comprise the Office Bearers and the nominees.
5. ASSOCIATED DOCUMENTS

Election and Co-option to Council policy, Governance Charter, Entitlements for Councillors in Key Positions policy, Councillors’ and office holders’ position descriptions, Election process for Office Holders.

Approver: Governance Committee
Authoriser: Council