1. PURPOSE AND SCOPE

This policy details the terms of office of office holders and the process for nomination of and voting for the Office Bearers and other key Council positions, conducted at the February and June Council meetings. It constitutes a regulation made pursuant to Clause 6.2(g) of the College Constitution.

2. KEY WORDS

Elections, office holders, nominations, voting process, Executive Committee, term of office

3. BODY OF POLICY

3.1. Background

Elections occur at the February Council meeting for President, Vice President, Treasurer, Censor-in-Chief, Chair of Professional Development and Standards Board, Chair of the Court of Examiners, Chair of the Board of Surgical Education and Training, Chair of the Prevocational and Skills Education Committee, Chair of Professional Standards, Chair of Professional Development, Chair of Fellowship Services, Chair of Research and Academic Surgery, Chair Surgical Audit, Chair of External Affairs, Deputy Treasurer, and Chair, Board of Regional Chairs.

3.2. Term of Office for Office Bearers and Office Holders

The terms of office for the President and the Office Bearers (Vice President, Treasurer, Censor in Chief and Chair of the Professional Development and Standards Board) are prescribed by Clauses 10.3.2 and 10.3.1 of the College constitution respectively. In accordance with the constitution, the President is limited to a term of two years, but the Office Bearers are eligible for re-election each year without limitation other than the nine year limitation placed on all Councillors.

3.3. Nomination Process

It is expected that in being elected to Council by the Fellows of the College, Councillors generally make themselves available for election to office.

Nominations are not formally sought.

Councillors indicate their unavailability for election to one or more of the above positions one month before the February Council meeting. Such notifications are requested and received by the College’s Council Secretary and circulated with the Council papers.

In accordance with clause 10.2 of the Constitution only the 16 Fellowship Elected and 9 Specialty Elected Councillors may elect or be elected to office bearer/holder positions. The term of office for these positions commences and concludes at the College’s Annual General Meeting.

3.4. Voting Process for Each Position

This clause relates only to those ballots held at the February Council meeting. In the event of an election for the replacement of an office bearer or office holder all Councillors are eligible for election regardless of positions held.

All voting is by secret ballot.

The exhaustive ballot process is used as described in 4.1.
As they are elected, Councillors may withdraw from any subsequent ballots for other positions otherwise they are considered eligible for positions yet to be voted on.

The President's casting vote is used, if required, to resolve a tie in accordance with 4.1.

3.5. Voting Sequence

The ballot for President occurs prior to afternoon tea on the Thursday of the February Council meeting.

After afternoon tea on the Thursday of the February Council meeting, the following ballots occur:

- Vice President
- Treasurer
- Censor in Chief
- Chair of the Professional Development and Standards Board

The outcome is announced after each ballot.

Ballots for all other positions occur prior to morning tea on the Friday of the February Council meeting as follows.

3.5.1. Chair, Court of Examiners

The next office holder to be elected is Chair of the Court of Examiners.

The Chair of the Court of Examiners shall be a Councillor who is or has been a member of the Court of Examiners. Should no Councillor have been a member of the Court of Examiners, the President shall select a member or former member of the Court of Examiners to be appointed Chair and he or she shall be co-opted to Council until such time as a Councillor is elected who fulfills the criteria.

3.5.2. Remaining Office Holders

The order of voting for the remaining office holders listed below to be elected at the February Council meeting will be determined by lot:

- Chair, Board of Surgical Education and Training
- Chair, Prevocational and Skills Education Committee
- Chair, Professional Standards
- Chair, Professional Development
- Chair, Fellowship Services
- Chair, Research and Academic Surgery
- Chair, Surgical Audit
- Chair, External Affairs
- Deputy Treasurer
- Chair, Board of Regional Chairs

The result is announced after each ballot.
If the number of positions exceeds the number of available candidates, the President shall call for a caretaker to fulfil the role from the AGM until June Council when voting for the position will occur again and new Councillors are eligible for consideration.

### 3.6. Executive Committee

3.6.1. Nominations for Executive Committee

Clause 11 of the Constitution states that the Executive Committee of Council consists of the Office Bearers ie President, Vice President, Treasurer, Censor in Chief, Chair of the Professional Development and Standards Board and three other Councillors as Council may elect at its first meeting held after the Annual General Meeting.

Accordingly, nominations for the three remaining positions on the Executive Committee from the Council at large are called for at the June Council meeting.

Only Fellowship Elected and Specialty Elected Councillors are eligible to elect or be elected.

In June 2006 Council decided in order to give as many Councillors as possible some experience on the Executive Committee as early as possible in their term on Council, six Councillors are elected for six months each - three to fill the positions from July to December in that year and three to fill the positions from January to the end of June the following year.

3.6.2. Voting for and Appointment to the Executive Committee

Nominations close at afternoon tea on the Thursday of Council week in June each year at Council's first meeting after the AGM. The names of the candidates are announced and a ballot paper prepared containing the names of all nominees. At the conclusion of business on Thursday the ballot paper is circulated to all Fellowship Elected and Specialty Elected Councillors and the voting occurs immediately.

The ballot process used is described in 4 below. Results are announced immediately.

In accordance with the convention adopted by Council at its June 2006 Council meeting, after morning tea on Friday Council appoints to the Executive Committee the three candidates who have agreed to take office for the first six months, after which they are to be removed, and the remaining three candidates appointed.

### 3.7. Chairs of Council Committees and other Deputies

The positions of chairs and deputies of other Council boards, committees and working parties are directly appointed by the relevant board or committee and these appointments are noted at the June Council meeting.

### 3.8. Council Representatives on Other Committees

All Councillors are ex officio members of their National or Regional Board or Committee. Their attendance at these meetings is required in order to facilitate accurate and timely dissemination of Council decisions to the Fellowship and communication back to Council of local issues and views. (See Councillors’ Position Description.)
At the June Council meeting Councillors are appointed to Council committees and Council committee memberships are confirmed. These nominations occur annually and come to Council for approval through the report of the relevant board or committee.

4. **PROCESS**

4.1. **Exhaustive ballot process**

- An exhaustive ballot implies the receipt by a candidate for office of an absolute majority of votes (eg: 12 out of 23; 13 out of 24; 13 out of 25, etc.).

- In the event of no candidate obtaining an absolute majority on the first ballot (eg: A 9, B 8, C 7), the President shall announce that C is excluded from the next ballot and direct Councillors to vote between A and B.

- In the event of the two lowest candidates obtaining an equal number of votes (eg: A 11, B 6, C 6), the President shall direct Councillors to vote to determine which out of B and C shall be the first excluded.

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

- 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 Electing Rotating Members of the Executive Committee

**Thursday of June Council meeting**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>1.30pm</td>
<td>Under standing orders, President reminds Councillors who wish to nominate for one of six rotating positions (for six months each) to give their name to the Council Secretary by the end of afternoon tea and before Council resumes.</td>
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| 3.45pm| President’s PA  
1. types up voting slip with names of all nominees in alphabetical order  
2. brings exact number of copies (ie number of Fellowship Elected and Specialty Elected Councillors present) to the Council Secretary in the Council room |
| 5.00pm| 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 the two EDSAs  
Voting slips are distributed to the Councillors entitled to vote and the ballot conducted according to the rules in 4.3. |
| 5.15pm| The President  
- confirms the six successful candidates  
- asks them to agree among themselves which six month period they will take and to inform the CEO before Council resumes on Friday.  
- advises that after morning tea on Friday, Council will resolve to appoint three for six months to be then removed and replaced with the remaining three. |
| 11.00am Friday of June Council meeting | In resuming the meeting and before discussion of the next agenda item, the President will put the recommendation under the standing orders to appoint the rotating members of the Executive Committee with the respective names inserted. |

### 4.3. Voting Procedures for Electing Rotating Members of the Executive Committee

All Fellowship Elected and Specialty Elected Councillors vote.  
They all cast 6 votes on the circulated ballot paper.  
The six candidates with the greatest number of votes are declared elected.  
In the event of a tie the exhaustive ballot method described in 4.1 will be used to elect the remaining candidates one by one.
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

Approver: Governance & Advocacy Committee
Authoriser: Council