

Extracted from: Constitution Builder package, Companies Office.

[These are three examples of appointment processes to indicate degree of flexibility to suit an organisation's culture, while retaining good process]

Option 1

The election of **Committee Members** shall be conducted as follows

- a. **Committee Members** shall be elected during **Annual General Meetings**. However, if a vacancy in the position of any **Committee Member** occurs between **Annual General Meetings**, that vacancy shall be filled by resolution of the **Committee** (and any such appointee must, before appointment, supply a signed consent to appointment and a certificate that the nominee is not disqualified from being appointed or holding office as a **Committee Member** by these **Rules** or the **Act**).
- b. A candidate's written nomination, accompanied by the written consent of the nominee (who must be a financial member) with a certificate that the nominee is not disqualified from being appointed or holding office as a **Committee Member** by these **Rules** or the **Act**, shall be received by the **Secretary** at least select one **Clear Days** before the date of the **Annual General Meeting**. If there are insufficient valid nominations received, further nominations may be received from the floor at the **Annual General Meeting**.
- c. Votes shall be cast in such a manner as the person chairing the Meeting determines. In the event of any vote being tied, the tie shall be resolved by the incoming **Committee** (excluding those in respect of whom the votes are tied).
- d. Two **Members** (who are not nominees) or non-**Members** appointed by the **Chair/President** shall act as scrutineers for the counting of the votes and destruction of any voting papers.
- e. The failure for any reason of any financial **Member** to receive such **Notice** shall not invalidate the election.
- f. In the event of any vote being tied, the tie shall be resolved by the incoming **Committee** (excluding those in respect of whom the votes are tied).

Option 2

The election of **Committee Members** shall be conducted as follows:

- a. At least seven **Clear Days** before the date of the **Annual General Meeting**, the **Secretary** shall give **Notice** to all **Members** by posting or emailing to them such information (not exceeding one side of an A4 sheet of paper) as may be supplied to the **Secretary** by or on behalf of each nominee, in support of the nomination.
- b. Only financial **Members** who are not disqualified from being appointed or holding office as a **Committee Member** by these **Rules** or the **Act** may stand for election and vote in elections.
- c. If there are insufficient valid nominations received under this Rule, but not otherwise, further nominations may be received from the floor at the **Annual General Meeting**.
- d. Votes shall be cast in such a manner as the chairperson of the **Annual General Meeting** shall determine.

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- e. Two **Members** (who are not nominees) or non-**Members** appointed by the chairperson of the **Annual General Meeting** shall act as scrutineers for the counting of the votes and destruction of any voting papers.
- f. The failure for any reason of any financial **Member** to receive such **Notice** shall not invalidate the election.
- g. In the event of any vote being tied the tie shall be resolved by the incoming **Committee** (excluding those in respect of whom the votes are tied).

Option 3

Committee Members shall be elected by remote ballot in accordance with the procedures for giving **Notice**:

- a. At least three months prior to the proposed Election Date, the **Committee** shall:
 - i. Set the Election Date for elections to the **Committee** in the following January, and
 - ii. Appoint a Returning Officer for those elections to the **Committee**.
- b. Within 5 **Clear Days** of determining the Election Date the **Secretary** shall give **Notice** to all financial **Members** calling for nominations for **Committee** positions requiring to be filled, and such **Notice** shall include a nomination form and shall specify the date such nominations must be in the hands of the Returning Officer appointed under sub-paragraph (a)(ii) above, such date being not less than 35 **Clear Days** prior to the Election Date.
- c. Nominees must be financial **Members**, and a candidate's written nomination shall be accompanied by the written consent of the nominee with a certificate that the nominee is not disqualified from being appointed or holding office as a **Committee Member** by these **Rules** or the **Act**, and may be accompanied by a signed biography not exceeding one A4 page.
- d. At least 25 **Clear Days** prior to the Election Date the **Secretary** shall give Notice to all financial **Members** of the nominations received for **Committee** positions and, in the event that there are a greater number than required for specific positions, forwarding a voting paper accompanied by the biographies of the candidates for election. Such voting paper shall specify the latest date (not less than 3 **Clear Days** prior to the Election Date) it must be in the hands of the Returning Officer appointed by the Committee to be counted as a valid vote.
- e. In the event of a ballot being required under sub-paragraph (d) above the candidate/s polling the highest number of votes of financial **Members** shall be declared elected by the **Secretary** or the Returning Officer.
- f. The failure for any reason of any financial **Member** to receive such **Notice** shall not invalidate the election.
- g. In the event of any vote being tied the tie shall be resolved by the incoming **Committee** (excluding those in respect of whom the votes are tied).