



Document Name: Electing the Management Committee Bylaw

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1. Definitions

1.1. Financial Ordinary Member

Means a person over the age of eighteen (18) years who have been admitted as a member of the Association as at 31 December in the year preceding the election and includes Life Members.

1.2. Returning Officer

Is the statutory authority to conduct the polling, counting process and to decide validity of ballot paper & election commission has no power to overrule him or her.

2. Returning Officer

2.1. The Operations Manager is the Returning Officer for the conduct of the election for the offices unless otherwise determined by the Management Committee.

3. Election for the Offices

3.1. The Management Committee must be elected by:

- A. A combined election for the offices of:
 - i. One (1) President.
 - ii. Three (3) Vice Presidents.
 - iii. One (1) Treasurer.
- B. Separate elections for the office of councillors for each zone.

4. Eligibility to Vote for the Management Committee

4.1. All Life and Financial Ordinary Members may vote in an election for the offices of:

- A. One (1) President.
- B. Three (3) Vice Presidents.
- C. One (1) Treasurer.

4.2. All Life and Financial Ordinary Members of a zone may vote in an election for the office of Zone Councillors.

Note: No child or juvenile members are entitled to vote.

5. Nominations

5.1. The Operations Manager must, not less than forty (40) business days before the date of the annual general meeting, give notice in the Association's publication (currently referred to as the ACA News) and/or on the association's website to all Financial Ordinary Members of:

- A. Inviting nominations for the offices of:
 - i. One (1) President.
 - ii. Three (3) Vice Presidents.
 - iii. One (1) Treasurer.
 - iv. Zone Councillors



- B. Specifying a date by which nominations must be received (the Nomination Date), which must be at least twenty (20) business days before the date fixed for the annual general meeting.
 - C. Specifying the manner in which nominations must be given.
- 5.2. A Financial Ordinary Member must not accept nomination for more than one office.
- A. A nomination must be:
 - B. In writing in the form prescribed by the Operations Manager.
 - C. A Financial Ordinary Member.
 - D. Signed by the nominated member and two (2) Financial Ordinary Members who nominated them.
 - E. Lodged with the Operations Manager no later than twelve 12pm noon on the nomination date.
- 5.3. A person to be eligible to nominate for an office must be a Financial Ordinary Member. Nomination forms for Zone Management Committee Members are to be proposed and seconded by members within the same zone as the nominee. Management Committee shall be residents of the zone in which they are elected. Should a member of the Management Committee change their address to another zone, then that member may hold the position only until the next Annual General Meeting or may resign.
- 5.4. A list of the candidates' names in alphabetical order, with the names of the Financial Ordinary Members who nominated each candidate, must within five (5) business days after the close of nominations be:
- A. Posted in a conspicuous place in the Association's Office.
 - B. Placed on the Association's website.
 - C. Posted to all candidates.

6. Election Procedure

- 6.1. For the election of the offices of the one (1) President, three (3) Vice Presidents, one (1) Treasurer and Zone Councillors:
- A. Where there are no valid nominations received for an office, the office must be filled from the floor at the next Annual General Meeting in accordance with Bylaw 6.2.
 - B. Where there is only one (1) valid nomination for an office, the nominated candidate is taken to be elected for that office.
 - C. Where there is more than one (1) valid nomination for an office, a ballot must be conducted in accordance with Bylaw 8.
- 6.2. Where nominations are called from the floor of the meeting:
- A. If the number of nominations received for an office does not exceed the number required, the candidates must be declared elected.
 - B. If the number of nominations received for an office exceeds the number required, a ballot must be held for that office at the Annual General Meeting under the relevant provisions of Bylaw 8.



7. Information by Candidates

- 7.1. Candidates for office shall be personal financial members of the Association at the time of nomination and may, together with their written consent to nomination, supply a curriculum vitae and a statement of professional concerns.
- 7.2. Each statement shall not be more than 200 words. The word limit will be a manual, not a computer generated count. Hyphenated words will be counted as one word, except in situations where, in the opinion of the Returning Officer or the person or organisation conducting the ballot, they are not standard hyphenations (for example, higher than expected). Words in excess of the 200 word limit may be excised by the returning officer or by the person or organisation conducting the ballot, without consultation. The candidate's name, title, nickname, and letters after his or her name to indicate qualifications, honours & memberships will not be counted in the 200 word limit.
- 7.3. Statements of professional concerns shall not be defamatory, misleading, offensive or deceptive. If the Returning Officer or person or organisation conducting the ballot is of the opinion that statement of professional concern information is defamatory, misleading, offensive or deceptive, or is likely to mislead or deceive, and the candidate refuses to alter the text of the statement, the statement may be edited prior to publication and a note included to the effect that the text has been edited in accordance with this Bylaw.
- 7.4. Curriculum vitae and statements of professional concerns shall be received within ten (10) business days after the close of nominations.
- 7.5. Curriculum vitae and statements of professional concern will be published, as provided by candidates; any spelling, punctuation or grammatical errors will not be corrected by the Returning Officer or by the person or organisation conducting the ballot.
- 7.6. Statements of professional concerns may be amended within ten (10) business days after the close of nominations or such later time as the Returning Officer or person or organisation conducting the ballot in his or her discretion may allow.

8. Ballots

- 8.1. The Management Committee must determine if a ballot required under Bylaw 6 will be:
 - A. If the number of nominations received for an office does not exceed the number received.
 - B. The candidates must be declared elected.
 - C. A postal ballot held prior to the annual general meeting.
- 8.2. The form of ballot paper will be determined by the Operations Manager.
- 8.3. In the case of a postal ballot, a blank ballot paper must be issued to each eligible Financial Ordinary Member, together with instructions as to the manner of completion of the ballot paper, and the time (determined by the Operations Manager) by which it must be given to the returning officer for that ballot.
- 8.4. In the case of a ballot at the Annual General Meeting, a blank ballot paper listing the names of the candidates as determined by Bylaw 8.2 must be issued to each Financial Ordinary Member who is eligible to vote in that ballot and who is present at the Annual General Meeting.
- 8.5. Each Financial Ordinary Member to whom a ballot paper is properly issued, may vote for the number of candidates only for each office specified on the ballot paper.



- 8.6. A valid vote is recorded by indicating on the ballot paper the candidate for whom the member wishes to vote for each office specified on the ballot paper.
- 8.7. A ballot paper is invalid if it records a vote for more candidates for any office specified on the ballot paper except where the ballot paper has the votes recorded numerically or alphabetically and there is a clear indication on who the votes are intended for.
- 8.8. Where a postal ballot is held, votes must be counted at a time (prior to the Annual General Meeting and at a location, determined by the Operations Manager).
- 8.9. Where a ballot is held at the Annual General Meeting, votes must be counted at the Annual General Meeting.
- 8.10. The returning officer for an election may appoint officers to assist with the counting of votes.
- 8.11. In any ballot, the candidate who receives the greatest number of valid votes must be declared elected.
- 8.12. If two (2) or more candidates receive an equal number of votes, the candidate or candidates to be elected are to be determined by:
 - A. The Annual General Meeting may resolve that upon completion of all required ballots, the Operations Manager must destroy all ballot papers.
 - B. In the event that a position on the Management Committee is not filled after following the procedures in Bylaws 6 and 8, the vacancy must be filled by the Management Committee in accordance with Rule 22.

9. Report on Result of Election

- 9.1. At the Annual General Meeting, the Operations Manager must submit a report on the election of Management Committee Members that:
 - A. Lists the names of those candidates who are taken to be elected as the only nominees.
 - B. Lists the names of those candidates who were elected pursuant to a postal ballot prior to the Annual General Meeting.
 - C. Lists the vacancies in any office including Zone Councillors.