

## **BY-LAW 5: PROCEDURE FOR COMMITTEE ELECTIONS**

### **Preamble**

This By-Law is intended to safeguard the integrity and confidentiality of the process for election of Committee members, and is to be read in conjunction with the Constitution of the club.

### **Procedure**

Elections for the club Committee shall be held using the following procedures:

- A** Where an election for the Committee is to be held, the Secretary of the Club shall, after the closing date for nominations has passed and with sufficient time to allow papers to be sent to members in accordance with the Constitution, cause a ballot paper to be drawn up in accordance with the Constitution. Where reasonably possible, a short statement from candidates regarding their background, policies etc may accompany the ballot paper.
- B** The papers referred to in A above shall be sent to those members who are according to the Constitution eligible to vote through having been financial members 28 days prior to the scheduled date of the meeting at which the election is to be held.
- C** The ballot paper and accompanying material shall be sent to these members with two envelopes and instructions on the procedures for registering a vote
- D** The instructions shall direct members in accordance with Clause 9 of the Constitution. It shall further direct that members are to place their completed ballot papers inside an unmarked envelope, and to place this envelope inside another envelope on which they are to sign and print their name. This envelope is then to be forwarded in accordance with Clause 9
- E** On receiving the votes, the Returning Officer shall note the name on the outside envelope and check that the person concerned is entitled to vote and has not previously voted. He shall then open the outer envelope and put it aside, separating it from the unmarked envelope inside
- F** The unmarked envelopes containing the ballot papers are then to be opened, the votes counted and the election proceeded with in accordance with the Constitution.

### **Record of Approval**

Version 1 of this By-Law was approved in ASC Committee on 26 September 2006.