

# *Friends of Grasslands*

## **PROCEDURE FOR ELECTION OF COMMITTEE MEMBERS & VOTING AT AGMs**

### 1. Purpose

This policy sets out the procedure for electing Committee members at Annual General Meetings (AGM) of Friends of Grasslands (FOG) where required, in accordance with Rule 15(5) of the Constitution.

### 2. Nominations for the AGM

2.1 Persons seeking election to a specified position on the Committee (Rule 15(1)) must

- 1) complete the approved nomination form (ie be nominated in writing by two members of FOG; and consent in writing to being nominated by the nominators);
- 2) ensure nominations for a position on the Committee are given to the Secretary not less than 7 days before the date of the AGM. Nominations may be submitted via a paper copy of the form, or by email provided that all the information required under 2.1 is included in the email. Electronic signatures are acceptable.

2.2 To meet legislated requirements for Responsible Persons, FOG requires nominees to declare on their nomination form that they conform to Standards 4 and 5 of the Australian Charities and Not-for-profits Commissioner.

2.3 In order to fulfil their functions as a committee member, nominees and their nominators are required to have current paid membership of the association.

2.4 As soon as practicable after nominations close the Secretary will arrange for the names of all nominees and the positions they have nominated for to be entered under the AGM link on FOG's website – <http://www.fog.org.au> . A copy of this policy will also be provided.

2.5 Nominations may also be made from the floor of the annual general meeting at which the election is about to take place, provided that the nominee is present and agrees to accept nomination (Rule 15(1)(b))

### 3. Appointment of Returning Officer

3.1 If there is likely to be a need for a ballot at the AGM, i.e. the number of nominations received for particular positions exceeds the number of vacancies, or there are insufficient nominations and further nominations can be received at the meeting, then the Committee will appoint a Returning Officer before the AGM.

3.2 The Returning Officer is responsible for all necessary preparations for the conduct of the ballot, e.g. preparation of ballot papers, and will conduct and count the ballot at the AGM.

3.3 The Returning Officer must be independent of the ballot process. They cannot be a current Committee member or have nominated any of the nominees.

3.4 Any disputes about a ballot will be resolved by the Returning Officer and their decision is final.

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## 4. Presentations by nominees

4.1 Each nominee participating in a ballot will be given the opportunity to speak to the AGM for not more than 2 minutes and will answer questions from AGM attendees (not including other nominees) for not more than 5 minutes.

## 5. General rules regarding ballots

5.1 Only current financial members present at the AGM can vote in a ballot (Rule 31(4)). In order to be financial, members must have paid for the preceding calendar year and under Rule 5(d) have until 1 May in the current year to renew membership or their membership ceases. Each member has only one vote.

5.2 Under Rule 31(2) no proxy votes on behalf of absent members will be allowed.

5.3 All ballots will be conducted as secret ballots.

5.4 If there is a tie in voting for a final position then a second election shall be run between the candidates with equal votes.

## 6. Electronic voting

6.1 If the AGM is held as an online meeting, then the Returning Officer will establish an online voting system.

6.2 If the source of an electronic vote becomes known to the Returning Officer, e.g. it is sent from an identifiable email address or user name, then the vote is still valid but the Returning Officer must not disclose the identity of the sender of individual votes to anyone else.

## 7. Declaration of Results

7.1 At the end of a ballot the Returning Officer will announce to the meeting the number of votes achieved by each candidate and the successful candidate for each position which has been subject to a ballot.