



The Beach Club, Collaroy Nominations and Elections Policy and Procedure

2018

RETURNING OFFICER

The Board of Directors appoint a Returning Officer. The Returning Officer cannot be a current director or a candidate in the relevant election.

After the close of nominations, the Returning Officer shall consider all nominations received during the nomination period. The Returning Officer shall reject any nominations received after the nomination period has closed. The Returning Officer shall accept all nominations which satisfy the requirements of the rules. Where a ballot is required, the Returning Officer shall conduct the ballot.

The Returning Officer or their delegates will register members to vote and supervise the voting process. The Returning Officer shall count the ballot with the returning officer assistants.

The Returning Officer will complete Tally Sheets and prepare a report for the Biennial General Meeting. The report will show the number of ballot papers printed, issued, replaced, and placed in the ballot box by members, number of informal or invalid ballot papers, and number of votes obtained by each candidate.

SCRUTINEERS

Each candidate may appoint, in writing, a Club member (other than a probationary Club member), Retired member or Life member to act as a Scrutineer for the counting of votes. Failure of a scrutineer to attend any scheduled event will not delay any step in the election. A scrutineer must be a life or financial member of the club as of 12:00pm Saturday 30 June 2018 that is not currently under suspension and be able to show their membership card to the Returning Officer.

A scrutineer shall not;

- be a candidate in the relevant election
- interrupt without lawful reason
- disclose, or aid in any way in the disclosure of, the way any voter has voted
- disclose the results of the election before the official notice is posted
- fail to carry out any lawful request by the Returning Officer
- touch any ballot material
- act in a manner which will interfere with the proper conduct of the election
- behave in an unprofessional manner or display conduct unbecoming of a member.

Failure to comply with these requirements or any requests of the Returning Officer may be regarded as conduct prejudicial to the interests of the Club or conduct which is unbecoming of a member.

VOTING SYSTEM

The voting system is first past the post. A candidate is elected with a simple majority of votes, that is, the highest number of votes in the count.

Voters are required to mark ballot papers using ticks or crosses only. Any markings, such as written messages, may result in an informal vote. The Returning Officer reserves the right to decide if a ballot paper is a formal or an informal vote.

The result of a ballot is ascertained by counting the number of votes shown against the name of each candidate. The candidate with the highest number of votes is elected. In the event of an equality of votes, the Returning Officer shall draw lots between the candidates and the candidate who is drawn first shall be declared elected.

REGISTRATION TO VOTE

The election is via secret ballot. A person is eligible to vote in a ballot if they are a life or financial member as of **12:00pm Saturday 30 June 2018**. During the voting period, members must present to the Returning Officer their 2018 membership card and photo identification (e.g. driver's licence or passport). On registrations, the member's name will be marked off the roll. Once a name has been marked off the roll, that member cannot vote again.

If a member attempts to register to vote more than once, it will be regarded as conduct prejudicial to the interests of the Club or conduct which is unbecoming of a member.

BALLOT PAPERS

The ballot order of names will be drawn within a reasonable timeframe after nominations close by the Returning Officer. All nominees' names will be drawn randomly. The order of which they are drawn will be the order in which they appear on the ballot paper. Ballot papers will be printed by the club and be a DL size.

At no time shall ballot papers, whether completed by the member or not, be taken out of the club or into other areas of the club other than the official voting area. If a member attempts to remove ballot papers, it will be regarded as conduct prejudicial to the interests of the Club or conduct which is unbecoming of a member.

VOTING PROCEDURE

The Returning Officer will have a printed roll of all members who are eligible to vote. Members who are eligible to vote will present their membership card and photo identification to the Returning Officer. The member's name is crossed off.

If a member's name is crossed off and that member claims they have not voted, the member cannot be given another ballot paper. The member will need to write to the Returning Officer, so an investigation may be held.

The Returning Officer will place their signature on the ballot paper and give the ballot paper to the member.

The member must immediately vote at the official voting booth provided. After marking the ballot paper, the member must immediately place their ballot paper in the official ballot box.

If the member makes an error, they must return their ballot paper to the Returning Officer. The Returning Officer will sign another ballot paper and reissue to the member. The ballot paper with the error must be crossed through with double lines and retained by the Returning Officer.

The Returning Officer will keep count of all ballot papers issued and returned per day.

DECLARATION OF RESULTS

The Returning Officer shall declare the result of the election within a reasonable period of the closing of the ballot. An official notice of the result in writing shall be pasted on the club noticeboard. The results will include the number of votes each candidate received.

If two or more candidates each receive the same number of votes the Returning Officer shall decide by lot which candidate is to be elected.

At the same time, the Returning Officer shall declare the following information in relation to the ballot:

- total number of persons on the roll of voters and total number of persons who voted
- total number of ballot papers printed, issued, and replaced
- total number of ballot papers received by the Returning Officer in the ballot box
- total number of ballot papers rejected as informal
- number of votes obtained by each candidate
- observations or recommendations.