



Global Educators
Melbourne - Australia

Board Election Procedure

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POLLR15 Board Election Procedure

The procedure for Board Election consists of (3) three components.

1. [Before the Poll](#)
2. [During the Poll](#)
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1. Before the Poll

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Appointing election officials

The Returning Officer:

- appoints staff to assist with the conduct of the election, e.g.: a polling clerk
- writes to the selected person informing them of their role

Maintaining a roll of Eligible Voters

The Returning Officer

- sets up a roll of eligible voters for each class of election, showing:
 - the names of the voters
 - their qualifications to vote
- makes the roll available for inspection upon request

This decision is final.

Calling an Election

The Board

- shall resolve to conduct an election for elected members to when any position for which an election is required is vacant and as soon as practicable after it becomes aware that a position is vacant.

The Returning Officer:

- sends copies of an election notice to all centres for display on all centre notice boards
- sends a copy of an election notice to all staff on the Institute e-mail system
- publishes an election notice on the Student Web

- includes in the election notice:
 - the reason for election
 - a brief description of the duties and responsibilities of the position
 - a call for nominations to be lodged with the Returning Officer
 - the closing date and time for lodgement of nominations
- may extend the time for accepting nominations by amending the original notice
- shall set up another roll with names and qualifications of voters if time for accepting nominations is amended

The result of an election is not invalidated by:

- the accidental omission to give notice of any vacancy or election to any voter
- failure to send a voting materials
- failure to receive a voting materials

Nominating candidates for an election

The **Returning** Officer:

- provides copies of the Nomination Form for candidates
- accepts the completed Nomination Form by 12 noon on the day of the close of nominations

Candidates:

- obtain a Nomination Form from the Returning Officer
- arrange for two (2) people, each qualified to vote at the election, to nominate them by signing the Nomination Form
- include the qualification to vote of each nominator
- sign the Nomination Form to consent to the nomination
- give the completed Nomination Form and any other required documentation to the Returning Officer before 12 noon on the day of the close of nominations
- attend the briefing session for prospective Board members

or

- nominate themselves by completing the relevant portion of the nomination form
- give the completed Nomination Form and any other required documentation to the Returning Officer

before 12:00 noon on the day of the close of nominations

Nominators:

- nominate a candidate by signing the nomination form
- include their qualification to vote

Determining the need for a poll after nominations close

The **Returning Officer**, immediately after the closing time for nominations, shall:

- confirm the eligibility of candidates, check the names of the candidates and the nominators against the roll for the election.
- declare the candidates elected, if the number of valid nominations is not more than the number of vacancies
- proceed to give notice of a poll, if the number of valid nominations is more than the number of vacancies

If no nominations are received, the Returning Officer may extend the nominations period and the election timetable.

If following this extension, no nominations are received, the Board shall be advised, and the Board shall resolve for the re-calling of the election as soon as is practicable.

Giving notice of a poll

There will be a ballot for all elections when the number of valid nominations for an election exceeds the number of vacancies.

The Returning Officer shall:

- decide on the appropriate mechanism for the poll
- decide the location of the polling booth(s) in the Institute's premises if ballot papers are to be manually submitted
- establish the timeline for the election including the date for the poll and the date of its notice, and ensuring that the voting period provides adequate opportunity for voters to lodge their votes.
- inform the candidates of the voting process and timelines

Candidates may circulate to voters a personal statement in support of their candidature

Developing the voting form

The **Returning Officer**, when a poll is required, shall:

- invite scrutineers nominated by candidates to attend the determination of the voting form
- determine by lot, the order of candidates on the voting form
- list on the voting form, candidates' names in that

order

- place a rectangle to the right of each candidate's name
- write on the voting form the method of voting, the date and time for the closing of the poll and the location of the ballot boxes if ballot papers are to be manually submitted
- initial the final voting form
- include no other information on the voting paper

Scrutineers shall attend and observe the process at the time and place nominated by the Returning Officer.

2. During the Poll

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Conducting the poll by personal ballot

The Returning Officer shall:

- issue voting materials to each person eligible to vote
- ensuring the security of ballot materials and that only individuals lodge their own ballot.

Voters:

- shall complete and lodge their vote as instructed

Voting in a personal ballot if you cannot access the ballot via the advertised mechanism

Voters, unable to access the ballot via the advertised mechanism, as soon as they are notified of the election,

- shall write to the Returning Officer to request alternative access to the vote

The Returning Officer:

- shall check the roll to ensure the voter is registered
- send the voting material to the voter immediately

Distributing voting materials for a postal ballot

The Returning Officer, shall prior to the commencement of the ballot send to each voter:

- a sealed envelope containing a voting paper initialled by the Returning Officer
- an explanation of how to complete the voting paper in order to register a valid vote

Voting in an election

Voters:

- Place a CROSS (X) or any other mark against

the one candidate of their choice.

- submit the completed ballot to the Returning Officer so that it arrives in time for the close of the poll
- Votes where markings do not conform to this instruction will be considered “informal” and therefore not counted. The decision of the Returning Officer is final.

Appointing scrutineers

Candidates:

- may appoint one scrutineer
- must inform the Returning Officer, in writing, of the identity of the scrutineer

3. After the Poll

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Closing the poll

The Returning Officer:

- shall meet with scrutineers at the time set for counting the ballots
- may declare the poll closed early, if all votes have been received before the closing time

Scrutineers shall:

- attend the counting of votes at the designated/advertised time
- follow instructions given by the Returning Officer
- check the accuracy of the count
- may inspect any vote to verify that it is valid
- may not handle the any votes

The Returning Officer, for postal votes, shall:

- collect all unopened envelopes containing voting papers that have been received on time
- open the envelopes and take out the voting papers
- arrange the ballot papers in separate piles according to the preference listed on each
- reject any informal votes

The Returning Officer, for personal ballots, shall:

- count all votes
- reject any informal votes

Rejecting votes

The Returning Officer shall reject:

(informal votes)

- a voting paper which does not conform with this procedure in relation to the marking of ballot forms

Determining the result of the poll for one vacancy

The Returning Officer:

- is allowed a casting vote (if necessary) and therefore does not vote in the election
- counts the number of votes.
- declares the candidate elected, if one candidate has an absolute majority (including the Returning Officer's casting vote if necessary)

Determining the result of the poll for two or more similar vacancies

The Returning Officer, before starting to count the votes, shall identify the number of vacancies to be filled.

The Returning Officer, for personal ballots, shall:

- count all votes
- reject any informal votes

The Returning Officer, at the counting of votes, shall:

- declare the candidates who receive this highest number of votes elected to the position in descending order..
- exclude the candidates with the fewest votes

The Returning Officer at any stage, if the number of candidates is the same as the number of vacancies may declare all those candidates elected.

The Returning Officer shall:

- declare elected the candidates with the greatest number of votes.
- cast a vote and declare that candidate elected, if two candidates have the same number of votes

Declaring the poll

The Returning Officer, at the conclusion of the election, shall declare the result by writing to the relevant authority and to each candidate, including:

- the result
- a statement that the poll is valid
- the names of the candidates
- the final count of votes

- the number of informal votes
- the name of the elected candidates

Validating the poll

All decisions of the **Returning Officer**, including the declaration of a valid poll, are final.

The Returning Officer may write to the Institute Board addressing any concerns about the validity of the poll.

Staff or Students may write to the Institute Board addressing any concerns about the validity of the poll.

The Institute Board:

- may receive questions about the validity of the poll from the Returning Officer
- may investigate the validity of a poll, of its own volition
- shall consider any concerns about the poll
- decide whether or not to conduct an investigation
- consider any subsequent report to determine and declare the validity of the election
- The decision of the Board is binding on candidates and voters

Retaining election papers

The **Returning Officer** shall:

- place all records of votes in a sealed package
- store them in a secure place for three (3) months after the declaration of a poll
- store them in a secure place for three (3) months after the resolution of a dispute (if the result is disputed)
- arrange for the secure destruction of voting materials