



Election and Voting Procedures

of

**Little Athletics Association
of Victoria Incorporated**

Regulation 13

Registration Number: A0003260D

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ELECTION AND VOTING PROCEDURES
of
LITTLE ATHLETICS ASSOCIATION OF VICTORIA INC
Registration Number: A0003260D

SECTION 1 - ELECTION AND VOTING PROCEDURES

1.1 PURPOSE

- (a) This Regulation sets down the procedural requirements of the Association for all ballots, elections and postal votes.

1.2 DELEGATES

- (a) Each year all Affiliated Centres must nominate persons to be Delegates.
(b) Delegates are eligible to vote on motions submitted in accordance with the Constitution and Regulations, and all elections at any General Meeting
(c) Delegates can be Ordinary or Honorary Members.
(d) Delegates cannot be Directors.

1.3 PROXY DELEGATES

- (a) An Affiliated Centre, who cannot be represented at an Association Meeting, may appoint or request their Region Executive to appoint, a person, currently serving on the Region Committee, as its proxy for that meeting.
(b) A proxy may only represent one Centre and that proxy will count as a single vote.
(c) A Centre must submit a written notice of the appointment and the acceptance of a proxy to the General Manager of the Association on the supplied form.
(d) The Centre will instruct the proxy on how to exercise the Centre's vote using the supplied form.
(e) A proxy may only exercise a vote in accordance with the written instructions. A copy of the written instructions must be given to the Minute Secretary prior to the meeting.

1.4 DIRECTORS - TERM OF OFFICE

- (a) Directors have a nominal term of office of two years. Directors will retire by rotation in each year according to the following:
(i) President, Competition and Membership Relations Directors will retire in odd numbered years;
(ii) Business Assurance, Education and Finance Directors will retire in even numbered years.
(b) Directors shall serve a maximum of six consecutive years unless by nomination and approval from the floor of the Annual General Meeting, be granted an extension of one year.
(i) The six years count from when the Director was first elected to the BOM.
(ii) At the expiration of the six consecutive years, the Director must retire.
(iii) Should no nomination for the position held by the Director be received, the Director may, by nomination and approval from the floor of the Annual General Meeting, be granted a further period of one year.
(c) Once nominations have been called, the tenure of the current incumbents of all positions for which nominations have been sought is deemed to cease immediately on the close of the Annual General Meeting.
(d) A retiring Director will retain office until the dissolution of the meeting at which the successor would normally be elected or endorsed, unless preceded by termination.
(i) There being no nomination for any position, providing the BOM is still able to fill a quorum, Rule 18.2 will apply.

- (ii) If there is an election to fill one or more positions, and the election is declared null and void the BOM may seek permission from the floor for the outgoing office-holder(s) to continue to act in the interim while further nominations and subsequent elections are held. Such call for nominations and subsequent elections, if necessary, must take place within sixty days of the close of the Annual General Meeting.
- (iii) If permission is not requested or granted under Clause 1.4(d)(ii), Rule 18.2 will apply.

1.5 ELECTION OF THE BOARD OF MANAGEMENT

- (a) Election of Directors to fill vacancies on the BOM will be conducted by postal ballot of Centres. Directors will be elected to the positions specified in Rule 17 (b) (iv).
- (b) Election to the BOM is open to Ordinary or Honorary Members provided they:
 - (i) are not an undischarged bankrupt, and
 - (ii) do not have a recorded conviction which in the opinion of the BOM renders them unsuitable to serve in the role for which they have been nominated, and
 - (iii) are not ruled as unsuitable by the BOM to serve on the Board of Management or in any portfolio position at any level of the Association, and are considered to be suitably qualified to take a Director's role, and
 - (iv) hold a Working with Children Card, agree to undertake a Police Check, and
 - (v) have been nominated by a Centre or Region. Such nomination for the position, after advertising to all Centres and Regions, must be in writing and be accompanied by a copy of the Minutes of the meeting at which the nomination was agreed. It must be signed by the nominee and two members of the Executive; normally the President/Chairperson and the Secretary. The nomination to be received by the General Manager at least thirty-five days prior to the Annual General Meeting.
- (c) An independent Returning Officer will be appointed by the BOM and the name and address of this person will be forwarded to Centre Secretaries.
- (d) Ballot papers will be prepared and issued as follows:
 - (i) one for each position
 - (ii) nominations for the position will be listed in alphabetical order
 - (iii) each will be initialled by the Returning Officer and together with a statement of the credentials of each nominee will be forwarded to the Secretary of each Centre to vote not less than twenty-eight days before the date of the Annual General Meeting.
- (e) In accordance with the Constitution and Model Rules, if there is a single nomination for any position, no ballot is necessary, and the nominee will be declared elected.
- (f) In order that a ballot paper is valid, the nominee preferred by the Centre must be indicated with a tick, and be returned to reach the Returning Officer on or before the last mail delivery five clear days prior to the Annual General Meeting.
- (g) In a valid election (see Clause 1.8(i) where there are two or more nominees the result of the ballot will be as follows:
 - (i) the nominee who has received the greatest number of votes shall be declared duly elected by the Returning Officer;
 - (ii) if two or more nominees receive an equal number of votes, the election shall be determined by secret ballot of those with an equal number of votes, at the Annual General Meeting
- (h) When an additional BOM position is created by amendment to the Constitution, then the BOM will appoint a person to fill such position and he will hold office up to the end of the term specified in rule 16.3 (b).
- (i) At the first BOM meeting after the Annual General Meeting, the Directors must appoint a Deputy President from those Directors not serving their first term of office. He will hold office for a term of one year, but is eligible for re-appointment in subsequent years.

1.6 APPOINTMENT OF ASSOCIATE DIRECTORS & CO-OPTION

- (a) Each Standing Committee will consist of two Associate Directors, who must be Ordinary or Honorary Members. These will be appointed by the Board of Management, with one to be appointed each year.

1.6.1 Eligibility

- (a) No person may serve as an Associate Director on more than one Standing Committee.
 (b) Persons covered by (a) are eligible to be co-opted to serve on other Standing Committees.
 (c) Persons may be co-opted to serve on more than one Standing Committee.
 (d) Persons covered above are eligible to serve on any other Committee that may exist or be established.

1.6.2 Associate Directors (Appointed)

- (a) The appointment of Associate Directors prescribed in Clause 1.6, will be conducted as follows:
- (i) Expressions of Interest will be called for from all Centres and Regions at least thirty-five days before the Annual General Meeting;
 - (ii) Responses will close with the General Manager seven days before the Annual General Meeting;
 - (iii) All Expressions of Interest must be in writing.
 - (iv) At the first meeting of the BOM after each Annual General Meeting the BOM will consider the responses and appoint one Associate Director to the vacancy on each Standing Committee and such appointee will hold office for two years unless resignation or forfeiture of office takes effect.

1.6.3 Associate Directors (Appointment)

- (a) In the event that there are insufficient Expressions of Interest for vacancies on Standing Committees under Clause 1.6.2 or in the event of a casual vacancy occurring during the year, the BOM may appoint any suitable person to fill such vacancy. An Associate Director so appointed will hold office for the duration of the term of office remaining unless resignation or forfeiture of office takes effect.

1.6.4 Co-option

- (a) Notwithstanding the provisions of Clauses 1.6.2 and 1.6.3 the BOM may co-opt any suitable person to serve on any Standing Committee.
 (b) A person co-opted will hold office until the next Annual General Meeting or earlier if resignation or forfeiture of office takes effect.
 (c) A co-opted person will have the right to debate and vote on all issues at Standing Committee meetings but will not be entitled to other privileges accorded to Associate Directors.

1.7 VOTING

- (a) The voting procedure applicable to all motions submitted to the Annual General Meeting will be in accordance with the Standing Orders (Regulation 1).
 (b) Voting rights at all meetings of the Association, are as follows:
- (i) Each Centre can record one vote per Centre for one person in each individual election that may be conducted.
 - (ii) Each Centre can have up to two delegates, who comply with the requirements of Clause 1.2, and can register one vote each on all motions, except Special Resolutions to amend the Statement of Purposes and/or the Constitution.
 - (iii) On all Special Resolutions, each Centre is entitled to register one vote, irrespective of the number of delegates registered.
 - (iv) The person occupying the chair at any meeting is entitled to a casting vote only.

1.8 POSTAL BALLOT

- (a)** The provisions of this Section cannot be used for dealing with matters related to:
 - (i)** Statement of Purposes and/or the Constitution;
 - (ii)** Association Dissolution or;
 - (iii)** Disciplinary Hearings.
- (b)** Should, between meetings of the Association, an issue arise which may require a decision or ratification by the Association, the BOM may call for a postal ballot of Centres.
- (c)** All Centres must be given thirty-five days notice of the proposal together with the reasons for such proposal.
- (d)** The BOM will be responsible for the appointment of the General Manager as Returning Officer, and the Association's mailing address will be used for the return of ballot papers.
- (e)** Within thirty-five days of the proposal being forwarded, as set out in Clause 1.8(c), each Centre must notify the Returning Officer by returning a completed ballot paper indicating its decision.
- (f)** Each Centre is entitled to one postal vote per issue.
- (g)** The ballot paper will contain provision for one of three responses, Yes, No and Abstain.
- (h)** The postal vote will be a valid vote only if more than fifty per cent of Centres return the ballot paper.
- (i)** The majority vote required for the postal vote to become an effective resolution will be a simple majority.
- (j)** The voting will be as per 15.5 (d) of the Constitution – The Board may determine the procedures it deems appropriate regarding the conduct of any postal vote which may include, but not be limited to, through ordinary post or any form of technology (for example a website).
- (k)** Mailing of voting papers and return ballot to be via regular mail, with such mailing advised to each Centre, by email.
- (l)** The Returning Officer will advise the BOM, the results of the ballot.
- (m)** A list of Centres returning ballot papers and overall results will be sent to Centres.