ELECTIONS & VOTING
of
LITTLE ATHLETICS ASSOCIATION OF NSW INC.

REGULATION 7 – ELECTIONS & VOTING

7.1 PURPOSE

This Regulation sets down the procedural requirements of the Association for all ballots, elections, postal and proxy votes. This Regulation is made under Rule 39 and will be interpreted in accordance with the Constitution.

7.2 DELEGATES

a) The two (2) Delegates representing each affiliated Little Athletics Centre as set out in rules 5.1(a) and 28.1(a) of the Constitution must be members of that affiliated Little Athletics Centre and must be nominated annually on the Little Athletics Centre's Affiliation Form.

b) If either of the two delegates nominated on the Affiliation Form are not available for a particular meeting of the Association, alternative persons (who are members of that Little Athletics Centre), may be nominated as Little Athletics Centre delegates for that meeting only.
   - i) Notification will be on the attendance form issued by the Association for that meeting.
   - ii) The provisions of this clause only apply in the event that either or both persons referred to in clause 7.2 a) are not available. Little Athletics Centres are entitled to a maximum of two delegates.

c) Delegates are eligible to vote on motions or discussion items submitted in accordance with the Constitution and/or Regulations, and all elections at any General Meeting.

d) Delegates can be Life Members or Zone Coordinators of the Association.

e) Delegates cannot be Directors or permanent employees of the Association.

7.3 ELECTION OF THE BOARD OF MANAGEMENT

a) Elections for Directors of the Board shall be conducted at the Annual General Meeting of the Association.

b) Nominations to the Board shall be open to any adult person, who has been proposed by an affiliated Little Athletics Centre, provided they:-
   - i) are not an undischarged bankrupt, and
   - ii) do not have a recorded conviction which in the opinion of the Board renders them unsuitable to serve in the role for which they have been nominated, and
   - iii) are not ruled as unsuitable by the Board to serve on the Board 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) agree to undertake a Police Background Check

c) Upon receipt of a nomination for an elected Director in the Little Athletics NSW office, the envelope will be date/time stamped and registered as incoming correspondence, though not opened until after the published closing date, by the Returning Officer.

d) A full list of nominees and their credentials will be issued to Little Athletics Centres after the closing date for nominations.

e) Voting for the persons nominated for the positions on the Board shall take place by secret ballot, after a statement of the credentials of each nominee, if any, as provided by such nominee has been distributed.

f) Voting papers shall be prepared listing the name/s of nominees in alphabetical order and on which each eligible voting member present or represented by a proxy (in accordance with Rule 30 of the Constitution), or voting by a postal vote in accordance with Rule 29 of the Constitution, shall record a vote by indicating the nomination preferred with a tick, cross, signifying mark or other similar indication.

g) Voting papers other than postal votes are to be lodged at the ballot boxes provided for that purpose at the Annual General Meeting. Ballot boxes will be closed and removed ten (10) minutes after the commencement of the Annual General Meeting and no late ballot papers will then be accepted.

h) At least two scrutineers shall be appointed by the chairperson of the meeting, prior to the election, who shall examine each vote (including postal votes), ensure its validity and record one vote for each nomination which has been indicated with a tick, cross, signifying mark or other similar indication and at the completion of such count, advise the Returning Officer the votes recorded for each nomination.

i) The Returning Officer shall advise the chairperson of the meeting, the person determined to have the greatest number of votes who shall be deemed to be the elected member of the Board.

j) Commencing with the 2013 Annual General Meeting and each subsequent two (2) years, the following Board positions will be declared vacant:-
   i) President
   ii) Business Development Director
   iii) Officials Director
   iv) Business Assurance Director

k) Commencing with the 2014 Annual General Meeting and each subsequent two (2) years, the following Board positions will be declared vacant:-
   i) Membership Development Director
   ii) Championships/Competition Director
   iii) Resources Director

7.4 ELECTION OF THE RETURNING OFFICER

a) Elections for the Returning Officer shall be conducted at the Annual General Meeting of the Association.

b) The position of Returning Officer shall be open to any adult person who has been nominated by an affiliated Little Athletics Centre.

c) Nominations for the Returning Officer shall be advertised through all affiliated Little Athletics Centres and called for fifty-four (54) days prior to the Annual General Meeting. When calling for nominations, details of the necessary qualifications and job descriptions for the positions shall also be provided. Qualifications and job descriptions shall be as determined by the Board from time to time.

d) Nominations for the position of Returning Officer must be in writing; on the prescribed form (if any) provided for that purpose; signed by an authorised representative of two (2) members of a committee of a Little Athletics Centre; certified by the nominee expressing his willingness to accept the position for which he is nominated; and delivered to the Association in a sealed envelope addressed to the Returning Officer by the published closing date which shall be not less than forty (40) days before the date fixed for the Annual General Meeting.

e) Upon receipt of a nomination for the position of Returning Officer in the Little Athletics NSW office, the envelope will be date/time stamped and registered as incoming correspondence, though not opened until after the published closing date, by the Returning Officer.

f) A full list of nominees and their credentials will be issued to Little Athletics Centres after the closing date for nominations.

g) Voting for the persons nominated for the position of Returning Officer shall take place by secret ballot, after a statement of the credentials of each nominee, if any, as provided by such nominee has been distributed.

h) Voting papers shall be prepared listing the name/s of nominees in alphabetical order and on which each eligible voting member present or represented by a proxy (in accordance with Rule 30 of the Constitution), or voting by a postal vote in accordance with Rule 29 of the Constitution, shall record a vote by indicating the nomination preferred with a tick, cross, signifying mark or other similar indication.

i) Voting papers other than postal votes are to be lodged at the ballot box provided for that purpose at the Annual General Meeting. Such ballot box will be closed and removed ten (10) minutes after the commencement of the Annual General Meeting and no late ballot papers will then be accepted.

j) At least two scrutineers shall be appointed by the chairperson of the meeting, prior to the election, who shall examine each vote (including postal votes), ensure its validity and record one vote for each nomination which has been indicated with a tick, cross, signifying mark or other similar indication and at the completion of such count, advise the Returning Officer the votes recorded for each nomination.

k) The Returning Officer shall advise the chairperson of the meeting, the person determined to have the greatest number of votes who shall be deemed to be the elected Returning Officer.

7.5 POSTAL VOTES

a) The closing date of the ballot must not be less than forty-eight (48) hours prior to the time of the scheduled start of the General Meeting.

b) Postal votes will be announced separately to the number of votes of members/delegates in attendance at the meeting, before being added to the final tally.

7.6 PROXY VOTES

a) Proxy votes may be exercised:-
   - i) to elect a Director;
   - ii) to elect the Returning Officer;
   - iii) in relation to conferring life membership on a Member; or
   - iv) in relation to any amendment to the Constitution; or
   - v) where a Notice of Motion has been submitted pursuant to clause 26 of the Constitution and notice provided to the members pursuant to clause 24 of the Constitution.

b) Proxy votes shall not be exercised on any other motion unless determined by the Board.

c) The person holding the proxy shall vote in accordance with the instructions of the member issuing the proxy.

d) The notice appointing the proxy shall be in the form set out in Appendix A.

7.7 ELECTION OF ZONE COORDINATORS

a) The procedure for election of Zone Coordinators shall be:-
   - i) Zone Coordinators shall be elected by delegates of Little Athletics Centres within their Zone.
   - ii) Vacancies for the position of Zone Coordinator shall be advertised through all affiliated Little Athletics Centres within the relevant Zone, by notice sent from the Chief Executive Officer .
   - iii) Nominations for Zone Coordinator shall be open to any adult person who has been proposed by an affiliated Little Athletics Centre within the relevant Zone.
   - iv) Nominations for the position of Zone Coordinator must be in writing; on the prescribed form (if any) provided for that purpose; signed by two (2) authorised members of the committee of the proposing Little Athletics Centre; and certified by the nominee expressing his willingness to accept the position for which he is nominated.

v) Zone Coordinator nominations shall be addressed to the Chief Executive Officer and sent to the Little Athletics NSW office by the published closing date, which shall be no later than the last day in February.

vi) If at the closing date no nominations have been received, a second round of advertising will be held with a revised closing date to be determined by the Chief Executive Officer, in consultation with the current Zone Coordinator.

vii) If by the closing date of the second round, no nominations have been received, a casual vacancy may be declared by the Board. The casual vacancy will be filled in accordance with the Constitution.

viii) The Chief Executive Officer will advise the names of the nominees to the current Zone Coordinator, within fourteen (14) days after the published closing date.

ix) A full list of nominees and their credentials, along with the details for the election, will be issued to Little Athletics Centres by the current Zone Coordinator at least one (1) month prior to the election date.

x) Voting shall be by secret ballot at a meeting of delegates of the Little Athletics Centres within the Zone. Each Little Athletics Centre shall be entitled to one vote.

xi) Country Zones with Centres spread over a wide geographical area may make application to the Board to conduct a postal ballot for the election of a Zone Coordinator.

xii) Where approval is granted for a postal ballot, the ballot be conducted under the procedures set by the Board from time to time.

xiii) Where the vote takes place at a meeting of the Zone (not via postal ballot), Little Athletics Centres must be in attendance at the Zone meeting in order to cast a vote.

xiv) A quorum shall consist of no less than four (4) Zone Little Athletics Centres, attending the meeting for the Zone election to proceed. If an election cannot be conducted because a quorum was not present at two meetings called to conduct the election, a casual vacancy may be declared by the Board.

xv) A candidate shall be declared elected only if approved by the majority of Little Athletics Centres in attendance at the Zone meeting, or in the case of a postal ballot, the majority of Little Athletics Centres eligible to vote (i.e. a vote must still take place even if there is only one candidate).

xvi) Where more than one (1) candidate is standing, the candidate securing the highest number of votes will be deemed the elected Zone Coordinator.

xvii) In the case of a tied vote, a second secret ballot shall be conducted to try and resolve the voting impasse. If this results in another tie the current Zone Coordinator or their appointee shall arrange a draw “from the hat” by an attending delegate, who is not one of the candidates, to determine the winner. (Alternatively the matter can be referred to the Board for determination.)

xviii) The result of the election is to be notified to the Chief Executive Officer within one (1) month of the date of the election.