

# **U3A LAKES ENTRANCE**

## **ELECTION PROCEDURES (approved 14 March 2019)**

Overall rules for the election of officers and other members of the Committee of Management are set down in:

- Parts 4 & 5 of the U3A Network Victoria Rules & Constitution amended December 2013.
- Schedule 4, Parts 4 & 5 of the Associations Incorporation Reform Regulations 2012.

The Committee of Management has endorsed the following election procedures for use in the election of office bearers, normally at an Annual General Meeting (AGM). These procedures are consistent with the overall rules described above.

Notice of an AGM will be provided to members at least 21 days prior to the planned AGM. As part of the notice, members will be advised that a nomination form is available for individuals to be nominated for a position on the Committee of Management.

Members may be nominated to stand for election to a position on the Committee of Management. Such a nomination may be by submitting a nomination form or may be nominated in person at the AGM.

Elections for positions on the Committee of Management will take place in the following order:

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Other members of the Committee of Management

Initially the outgoing President (or someone appointed by the Outgoing President) will call for nominations for the position of President. Once the process of electing a new President has been completed, the new President will Chair all other elections.

For the elections for President, Vice-President, Treasurer & Secretary, if more than one person is nominated then a show of hands (including any authorised proxy votes) will be called for each nominated person. The Chair will declare the outcome of voting but if any doubt is expressed at the AGM, then further voting will be undertaken by ballot paper.

If a vote by ballot paper is required ballots will be issued (including for authorised Proxy votes) and the results will be tallied up by the Chair, who can seek assistance if necessary. All candidates for the ballot may also ask for a scrutineer to assist if they wish. The Chair will then declare the outcome.

Once elections for the positions of President, Vice-President, Treasurer & Secretary have been finalised, the elections for the remaining positions on the Committee of Management will be completed on one block. That is, if there are seven (7) positions to be filled and eight (8) members have been nominated, then a ballot will take place with the seven (7) members who receive the highest number of votes being declared successful.

Members attending the AGM will be handed a ballot paper and invited to identify their choices of one or more candidates, up to the limit of the number of available Committee positions.

Should there be an equal number of votes counted between candidates, the successful candidate will be determined by drawing lots.

In summary, elections are to be held in an open and transparent manner.

Should a casual vacancy on the Committee of Management arise during the year, that vacancy may be filled as follows:

- For the positions of President, Vice-President, Treasurer or Secretary – the Committee of Management may appoint one of its members to the vacant position, to hold that position until the next Annual General Meeting.
- For other positions on the Committee of Management – the Committee of Management may invite another member of Lakes Entrance U3A to the vacant position, to hold that position until the next Annual General Meeting.

The procedures detailed above are to be adopted immediately, with the Committee of Management having the authority to review the policy as it deems necessary.

***This document was approved by the Lakes Entrance  
Committee of Management on 14 March 2019.***