

PROCEDURE FOR ELECTION OF OFFICE BEARERS



Date approved: 6 October 2018

1. Scope

- a. Rule 26(6) of the FCAT Constitution states that the ballot for the election of officers of the Association and ordinary committee members is to be conducted at the annual general meeting in the manner determined by the committee.

2. Call for Nominations

- a. The call for nominations for election of officers and ordinary committee members is made at least 14 days before the date on which the annual general meeting is held.
- b. The communication calling for nominations is to include a nomination form and a copy of this procedure

3. Close of Nominations

- a. Nominations are to close 5 days prior to the annual general meeting.
- b. The Public Officer is to confirm that nominations have been made in accordance with Rule 26(1).
- c. The Public officer is to check that persons nominated to positions meet the necessary membership criteria

4. Conduct of Election

- a. The election of officers of the association is to be conducted in accordance with Rule 26(2) through (6)
- b. The procedure for a ballot to elect members to a position is as follows:
 - If the Public Officer is nominated, the President, prior to relinquishing the role, will nominate a member to conduct the ballot
 - the member conducting the ballot will invite candidates to make a short verbal presentation prior to casting of votes

- Members who are eligible, may only cast a vote in person
- A member may not cast more than one vote
- An independent scrutineer is to assist and verify the counting of votes
- In the event of a tied vote, where the number of tied candidates exceeds the number of positions, the election will be referred back to the meeting for a further ballot.

Forms and other materials relevant to Procedure

- FCAT Nomination Form