



ANZCCJ Executive Council Electoral Process (as per ANZCCJ By Laws No 7 and No 8)

Candidature

Candidates for the Executive Council are Members who have fully paid their membership fee and who have full voting rights.

Election Date

The election date is the date of the Annual General Meeting, with absentee ballots to close at close of business on the day before the Annual General Meeting.

Nominations

No later than two (2) weeks prior to the AGM the Executive Council will notify voting members of the Annual General Meeting, stating the agenda for the meeting, and provision of forms calling for nominations to be circulated at the same time.

Nominations for Executive Council will close five (5) business days prior to the Election Date. Also note:

- A qualified nominee must be nominated by a voting member and seconded by another voting member, and shall be valid only if accepted in writing by the candidate nominated
- The Executive Director will screen the nominations and confirm the validity of all nominees
- All nominees will be asked to provide a brief personal introduction and a note to members regarding their objectives for the ANZCCJ if elected to the Executive Council
- If the number of candidates exceeds the number of places available, election of the Executive Council shall be by ballot conducted at the Annual General Meeting, and with the agreement of a majority vote of the Executive Council, absentee ballots to be provided to members wishing to vote but unable to attend the AGM in accordance with the relevant by-law
- The ballot conducted at the AGM shall be conducted as secret ballot

Voting Process

During the absentee ballot period, and on the day of the Annual General Meeting, the Executive Director shall oversee the issue of ballot papers along with candidates' introductions and objectives to all eligible voting members. Candidates' names will be listed alphabetically by company name for corporate level memberships and alphabetically by surname for individual members.

Only ballot papers received by the close of voting at the Annual General Meeting, and absentee ballots received by the stated absentee ballot deadline will be valid.

Voting members may cast absentee votes by fax, email, electronic or postal ballot following the lodgement instructions on the ballot paper.

Each ballot paper should be marked with a simple 'Tick' in the box opposite the names of the prescribed number of preferred candidates.

The number of candidates to be voted for, along with other requirements outlined in Article 6.1 of the Constitution, such as the number of Australian and New Zealand Corporates, and the total number of corporate level members and individual level members, shall be stated on the ballot paper. Failure to follow the instructions outlined on the ballot paper invalidates the vote.

To satisfy the requirements outlined in Article 6 of the Constitution, the requisite number of corporate level nominees (including the number of requisite Australian and New Zealand companies) and individual level nominees required to be elected to the Executive Council in each election shall be determined prior to the voting process.

The number of Councillor positions required to be filled to meet the requirements outlined in Article 6.1 of the Constitution shall be filled by nominees able to meet those requirements and receiving the most votes first. Remaining Executive Council positions shall be filled by the candidates receiving the most votes.

In the event that the last position is tied, a coin toss shall be used to resolve the deadlock. All disputes shall be adjudicated by the Executive Director in accordance with the Chamber's Constitution and By-Laws. The Executive Director's decision shall be final.

Voting Values

Corporate Memberships

- Members in the Platinum, Gold and Silver Sponsor Member Categories shall have the right to cast four (4) votes. These votes shall be cast in an unsplit block of four (4) by one of the representatives of the Member nominated by the Member to do so.
- Members in the Bronze Sponsor Member Categories shall have the right to cast three (3) votes. These votes shall be cast in an unsplit block of three (3) by one of the representatives of the Member nominated by the Member to do so.

Individual Level Memberships

- Members in the Individual Member Categories shall have the right to cast one (1) vote each

Memberships

- Members in the Special Member Categories shall not have the right to vote

Scrutineer

An impartial representative from both the Australian and New Zealand Embassy is to be secured to act as scrutineer for the tallying process.

Voting Results

The result of the election is to be advised to Members at the AGM, or in the event that the counting of the ballots has not been finalised within 30 minutes of the planned closing time of the event, within two business days to the full membership.

When announcing the elected Executive Council members, only names will be announced, not the number of votes awarded to each person.

The Secretariat shall retain all balloting papers and other documents relating to the ballot in a separate file for future reference as necessary, until not more than one month after the next AGM.

Access to balloting papers is restricted to the Secretariat and scrutineers only.

Office Bearers

The new Executive Council must meet as soon as possible after the AGM and elect the three (3) Office Bearers

Office Bearers may self-nominate and must be elected by a majority of the Executive Council. The minimum quorum as stated in Article 6.2 of the Constitution must be present in order to elect the Office Bearer positions.

ANZCCJ's Circulating Resolution or Postal Ballot Voting Procedures

- In the event that a two-thirds majority of the Executive Council agrees to use a Circulating Resolution or postal ballot on a Chamber decision, the Executive Director shall oversee the ballot, unless it has been determined by a two-thirds majority of the Executive Council that there is a conflict of interest, in which case the Executive Council shall appoint a Balloting Committee, comprised of three (3) independent Members of the Chamber, to oversee the work of the Secretariat in conducting the Ballot.
- The Executive Director, or in the case a Balloting Committee has been formed, the Balloting Committee, shall:
 - oversee the preparation of clear, unambiguous Balloting Papers and ensure that the wording of the "decision proposition" is unequivocal.
 - choose a "strike date" to send out Balloting Papers and ensure that the Secretariat delivers Balloting Papers to all Voting Members.
 - hand all returned Balloting Papers to the Balloting Committee, should one have been formed.
- Only Balloting Papers received by the announced Ballot deadline are valid.
- Any improperly or unclearly marked Balloting Papers are to be discarded as invalid.

- The Executive Director / Balloting Committee shall count all of the properly marked valid Balloting Papers in a reliable and secure fashion and advise the Chair of the outcome of the Ballot at the earliest opportunity.
- An Ordinary Resolution requires a simple majority to pass.
- A Special Resolution requires a two-thirds majority to pass.
- The Chair will present the Ballot result to the next Executive Council meeting and make arrangements for the proper implementation of the Members' decision.
- The Secretariat shall retain all Balloting Papers and other documents relating to the Ballot in a separate file for future reference as necessary, until not more than one month after the next AGM.
- Access to Balloting Papers is restricted to the Secretariat and Balloting Committee only.