

Probus Club of Templestowe Valley (Inc.) Election Procedures

1. Newsletter

In the preceding December Newsletter, advise that Nomination Forms will be available at the January club meeting.

- In the January Newsletter, advise that the nominations will close off at the end of the Fellowship Break, during the February Club meeting, and that the Secretary will advise, at the end of the meeting, the nominations for the various offices. If there is more than one nominee for the same office, an election will be necessary at the AGM.
- Secretary is to advise members that no nominations are made for President, as the Vice-President automatically fills this role, but, for a 12 month period only, and the Vice-President alternates each year between male and female.
- Secretary to advise members that committee members, if re-elected, can serve in the same position for three (3) years only. After the three (3) years, they cannot nominate for the same office unless recommended to the members that the rule be waived and so voted on
- In the February Newsletter, the Committee announces the names of the club members who have been asked to conduct the election if this is necessary.

2. Preparation for a ballot

- If ballot papers are required at an AGM, adequate equipment such as an up to date roll, pencils, pens, erasers and rulers and a well defined ballot box, are to be provided and these items delivered to the returning officer on the day before the AGM.
- A Scrutineer shall be appointed as assistant to the Returning Officer with a mandate to resolve any anomalies that may arise in the vote.
- The ballot paper is to carry the words – “DO NOT VOTE PREFERENTIALLY” and also the words “TICK ONE BOX ONLY”.

3. At the AGM

- The President will hand over the chair to a Returning Officer who will request the members at the AGM to accept the nominations of unopposed offices by acclamation.
Note: Proxy votes are not permitted.
- For multiple nominations, the Secretary will prepare ballot papers, listing the candidates in alphabetical order with a box beside each name. A valid vote only requires a tick against the preferred candidate's name.
- Should the number of members attending the AGM fail to reach a quorum, of. 25% of the total membership, (currently 130 – quorum being 32) the elections cannot be held then and will be re scheduled.
- As the members enter the hall to pay their monthly dues, they will be directed to an adjacent table, where the club appointed returning officers are seated.
- The Returning Officers (who are also entitled to vote as financial members) will mark off the member's name from a membership list, initial the ballot paper (to prevent fraud) and issue the ballot paper to each member to record their vote.
- The members will be requested to complete their vote prior to the start of the meeting, and place them in the receptacle provided. It is not proposed that the Returning Officers do. a 100% check of Ballot Papers issued to total votes counted, as this is not considered necessary. When a majority is established, the vote will be declared.
- The counting of votes should be completed during the fellowship break. In the event of a tie, the President has a casting vote as well as a deliberative vote.
- After the fellowship break, and prior to the introduction of the guest speaker, the President calls upon the Returning Officer to announce the results..
- In the case of multiple nominations, for any office, the Returning Officer announces that: “The majority of votes cast resulted in the election ofto the position of”
“Secretary John Doe”
“Treasurer Edna Everage” etc. etc.”
These are then accepted by the members by acclamation.
If other administrative appointments such as Public Officer and Auditor, are being proposed by the committee, the Returning Officer announces::
“It is the committee's recommendation that the following be appointed in these positions”
. A vote of acclamation is then called for from the members present.

Notes:

1. The election of the single nominations will be announced during the first half of the AGM when the Returning Officer assumes the chair for this purpose.
2. For positions with only a single nomination, the Returning Officer announces:
"There being only one nomination for each of the following positions, (e.g. Secretary, Treasurer etc),. I declare the following duly elected"
3. No candidate or member may request the actual count of votes which will remain known only to the returning officer and scrutineer.