



Rowers on Cooks River
Nominations and Elections Policy and
Procedure

RETURNING OFFICER

The Board of Directors appoint a Returning Officer. The Returning Officer cannot be a current director or a candidate in the relevant election.

After the close of nominations, the Returning Officer shall consider all nominations received during the nomination period. The Returning Officer shall reject any nominations received after the nomination period has closed. The Returning Officer shall accept all nominations which satisfy the requirements of the rules. Where a ballot is required, the Returning Officer shall conduct the ballot.

The Returning Officer will instruct club staff on the registration of members who wish to vote. Only club staff who have attended training will be permitted to register members to vote and supervise the voting process on behalf of the Returning Officer. The Returning Officer shall count the ballot with the returning officer assistant and one other club member who is not a candidate in the relevant election.

SCRUTINEERS

Each candidate may appoint, in writing, one person as scrutineer to represent the candidate's interests in the conduct of the ballot. Failure of a scrutineer to attend any scheduled event will not delay any step in the election. A scrutineer must be a life or financial member of the club as of one month prior to nominations opening that is not currently under suspension and be able to show their membership card to the Returning Officer. A scrutineer may bring to the attention of the Returning Officer any alleged irregularity in the issue of ballot papers and be present at the counting of votes.

A scrutineer shall not;

- be a candidate in the relevant election
- interrupt the scrutiny without lawful reason
- disclose, or aid in any way in the disclosure of, the way any voter has voted
- disclose the results of the election before the official notice is posted
- fail to carry out any lawful request by the Returning Officer
- touch any ballot material
- act in a manner which will interfere with the proper conduct of the election
- behave in an unprofessional manner or display conduct unbecoming of a member.

Failure to comply with these requirements or any requests of the Returning Officer or club staff may be regarded as conduct prejudicial to the interests of the Club, or conduct which is unbecoming of a member, or conduct which shall render the member unfit for membership (Constitution, C.40(b)).

VOTING SYSTEM

The voting system is first past the post. A candidate is elected with a simple majority of votes, that is, the highest number of votes in the count.

Voters are required to mark ballot papers using ticks, crosses, or numbers, or other mark that clearly shows the voter's intent. Any markings, such as written messages, may result in an informal vote. The returning officer reserves the right to decide if a ballot paper is a formal or an informal vote.

The result of a ballot is ascertained by counting the number of votes shown against the name of each candidate. The candidate with the highest number of votes is elected.

REGISTRATION TO VOTE

The election is via secret ballot. A person is eligible to vote in a ballot if they are a life or financial member as of one month prior to the nominations opening. During the voting period, members must present to club staff their valid membership card and photo identification (e.g. driver's licence or passport). On registrations, the member's name will be marked off the roll. Once a name has been marked off the roll, that member cannot vote again.

If a member attempts to register to vote more than once, it will be regarded as conduct prejudicial to the interests of the Club, or conduct which is unbecoming of a member, or conduct which shall render the member unfit for membership (Constitution, C. 40(b)).

BALLOT PAPERS

The ballot order of names will be drawn within a reasonable timeframe after nominations close. All nominees' names will be drawn randomly. The order of which they are drawn will be the order in which they appear on the ballot paper. Ballot papers will be printed by the club and be a DL size.

At no time shall ballot papers, whether completed by the member or not, be taken out of the club or into other areas of the club other than the official voting area. If a member attempts to remove ballot papers, it will be regarded as conduct prejudicial to the interests of the Club, or conduct which is unbecoming of a member, or conduct which shall render the member unfit for membership (Constitution, C. 40(b)).

VOTING PROCEDURE

Club staff will have a printed roll of all members who are eligible to vote. Members who are eligible to vote will present their membership card and photo identification to club staff. The member's name is crossed off.

If a member's name is crossed off and that member claims they have not voted, the member cannot be given another ballot paper. The member will need to write to the Returning Officer, so an investigation may be held.

Club staff will place their signature on the ballot paper and give the ballot paper to the member.

The member must immediately vote at the official voting booth provided. After marking the ballot paper, the member must immediately place their ballot paper in the official ballot box.

If the member makes an error, they must return their ballot paper to club staff. The club staff will sign another ballot paper and reissue to the member. The ballot paper with the error must be crossed through with double lines and retained by club staff.

Club staff will keep count of all ballot papers issued and returned per day.

DECLARATION OF RESULTS

The Returning Officer shall declare the result of the election within two hours of the closing of the ballot. An official notice of the result in writing shall be pasted on the club noticeboard. The results will include the number of votes each candidate received.

If two or more candidates each receive the same number of votes the Returning Officer shall decide by lot which candidate is to be elected.

At the same time, the Returning Officer shall declare the following information in relation to the ballot:

- total number of persons on the roll of voters
- total number of ballot papers issued
- total number of ballot papers received by the Returning Officer
- total number of ballot papers rejected as informal
- observations or recommendations.