

Election of Board Directors By-Law

SQUASH AND RACQUETBALL VICTORIA

Author Title:	Fiona Young
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Updates to By-Laws

Update No.	Approval Date	Nature of Amendment	Update Author

1 Adoption of By-Law

- 1.1 This by-law is made pursuant to rules 9.7, 11.4.3 and 12 of the Constitution of Squash & Racquetball Victoria. It is intended to assist Squash & Racquetball Victoria in conducting fair and open elections for the Board of Directors.
- 1.2 Definitions in this by-law have the same meaning as in the Constitution.

2 Elections of Directors

Elected Directors are elected by all Members entitled to vote at an annual general meeting. Under rule 9.7.5, voting shall be conducted in such manner and by such method as may be determined by the Board from time to time. This by-law sets out the manner and method of voting for Elected Directors. If the number of nominations received for the position of Elected Director is more than the number of vacancies to be filled, then an election will be held at the annual general meeting.

3 Returning Officer

- 3.1 The role of the Returning Officer is undertaken by the Executive Director. The Returning Officer will conduct the election for the Board of Directors, including:
 - 3.1.1 preparing and distributing the notice inviting nominations;
 - 3.1.2 receiving nominations;
 - 3.1.3 acceptance of nominations;
 - 3.1.4 conducting the draw for positions on the ballot paper;
 - 3.1.5 preparing and printing ballot papers;
 - 3.1.6 distributing ballot papers to Members entitled to vote;
 - 3.1.7 counting ballot papers; and

3.1.8 declaring the result at the general meeting.

3.2 Candidates may appoint a person to scrutineer the ballot and vote count.

4 Election Timetable

4.1 There will be a period of at least two weeks but not more than four weeks between the date Elected Director nominations are invited and the close of nominations.

4.2 There will be a period of at least two weeks but not more than four weeks between the date postal votes are invited and the close of postal votes. Postal votes will close 24 hours prior to the start of the annual general meeting.

4.3 The close of roll of members entitled to vote will be no later than the time set for the close of postal votes.

5 Ballot Papers

5.1 A random draw will be conducted for the placement of candidate names on the ballot paper. Ballot papers will be distributed to all Members eligible to vote, along with a candidate profile sheet. Distribution will be by email.

5.2 Ballot papers will also be provided to representatives of Members entitled to vote at the AGM (providing they have not submitted a postal vote.)

6 Voting

6.1 Members shall be entitled to vote in accordance with clause 12 of the Constitution.

6.2 Votes may be cast by Member representatives at the general meeting or by postal votes (being lodged by mail, fax, electronically or other manner deemed acceptable by the Chief Executive Officer).

6.3 Members will be asked to indicate their preference for a candidate(s) by placing an X opposite their name(s) on the ballot paper.

6.4 The number of positions available is the number of candidate votes that must be cast. (i.e. 2 positions, 2 candidates voted for). Ballot papers with less or more than the required number of votes will be declared invalid.

6.5 The candidate(s) with the most number of votes is declared elected.

6.6 If at any stage a ballot is deadlocked and cannot be broken, the names of (only) the tied candidates are placed in a hat and the ballot decided by lot. The first name(s) selected from the hat will be the elected to the vacant director position(s).

7 Declaration of Vote

7.1 The declaration of the Returning Officer as to which candidate(s) has been elected to the vacant Elected Director position(s) is final and binding and not subject to challenge.

7.2 Immediately following the general meeting, the Returning Officer will destroy all ballot papers.