

## Director Election Administration Policy and Procedure

### 1. Rationale

This policy is the means whereby RAAus manages the administration of Director elections. RAAus is committed to the highest standard of administrative support for our elected directors coupled with clearly demonstrated commitment to our members to ensure integrity, probity and transparency of our Director elections.

### 2. Scope and Application

Directors are elected in accordance with the RAAus Constitution and the rules put in place by the Board from time to time. This policy does not deal with those matters.

This policy applies to all staff and volunteers involved in the processing of ballots for Director elections.

### 3. Policy Statement

RAAus runs an annual election for Directors in accordance with Constitution Rule 34. Elections are run in accordance with a method acceptable to the Australian Electoral Commission.

Rule 34.5 requires that the nomination process and the election process is available to members.

### 4. Procedure

#### 4.1. Calling for Nominations

The CEO will cause Director nominations to be called for so as to facilitate Directors taking office immediately following the AGM.

Nominations will be called for by emailing all members with an email address and mailing a notice to those members without an email address.

Nominations will ordinarily be open for thirty days from the time of calling.

#### 4.2. Nominating

Members who nominate will do so by sending to RAAus a statement of no more than 750 words and a recent passport sized colour photograph.

Constitution Rule 34.5 requires that candidates have the requisite skills and experience reasonably required to have oversight of the company.

#### 4.3. The Election Cycle

Once nominations close all members will be mailed a copy of the candidate election statements together with the process for casting their ballot.

The voting method can be by whatever method RAAus deems appropriate from time to time.

Ordinarily the election cycle will be open for no shorter than four weeks and no longer than eight weeks.

During the cycle members will cast ballots using the approved method.

#### **4.4. Collating Ballots**

As ballots are received, the following steps are taken:

- Reply Paid Ballot envelopes are date stamped on receipt
- The membership number and date of receipt are recorded in a spreadsheet
- Membership numbers are checked in Pulse to determine membership status and suspended or cancelled memberships are noted and envelopes set aside
- Reply Paid Ballot envelopes received from financial members are deposited into a secure container until such time as the voting period has closed and the ballots are ready to be counted in the presence of a scrutineer.

#### **4.5. Counting Ballots**

Once the time for casting ballots has closed arrangements are made to count ballots.

Ordinarily ballots should not be counted less than seven days after the close of the ballot to allow time for mailed ballots to be received.

Candidates may appoint a scrutineer if they wish.

RAAus will appoint an independent scrutineer.

The rules for counting ballots are as follows:

- No person who is a candidate can count ballots
- Appointed scrutineers cannot count ballots
- There must be at least one scrutineer and two people in the room at any one time ballots are being counted
- No ballots are to be removed from the designated counting room

The process for counting ballots is as follows:

- Staff appointed to count ballots and scrutineers are given a briefing by the CEO as to the process approved by the Board of Directors to count ballots
- All ballots are progressively opened with the envelope separated so as to ensure anonymity of the ballot
- Envelopes are retained separately until the conclusion of the ballot
- All ballots are checked for their validity
  - Any questionable markings or indeterminate ballots are handed to the scrutineer for verification and determination
- Clear ballots and verified ballots are then entered into the ballot counting software
- Once entered the initials of the person entering the ballot are noted on the reverse of the ballot together with a corresponding chronological number.
- Ballots are bundled into bundles of 50 once entered.
- This process continues until all valid ballots are entered.

## 4.6. Tallying Ballots

- Once all ballots are entered, the Scrutineer and CEO will oversee the tallying of ballots.
- Once ballots are tallied, the CEO and Scrutineer will confer and cross check ballots.
- Once the tally is verified the CEO will call the election results.

## 4.7. Notifying Candidates and Members

- The CEO will call all candidates within three days of the count
- The CEO will arrange a member communique to be circulated no later than 21 days after the count.

## 5. Scrutineer Roles

Candidates can appoint a scrutineer and should write to the CEO before the close of the election notifying the CEO they wish to appoint a scrutineer.

RAAus will appoint an independent scrutineer.

The role and duties of a scrutineer are:

- To be present during the entire ballot counting process (4.5 and 4.6 above).
- Undertake a small random cross check of the cast ballot record sheet against the membership data base (4.4) above.
- View unopened ballots deemed invalid and verify the reason for their invalidity (4.4 above).
- Determine the validity of any ballot during the count
  - RAAus takes the view that wherever possible ballots should be included rather than excluded and as such scrutineers should take a pragmatic approach to determining the validity of ballots cast.
- Cross check data entry processing during the date entry process
  - This can be done by randomly selecting ballots already counted and viewing how a ballot was recorded in the ballot recording software
- Liaise with the CEO to tally ballots.

Additionally, the role of the scrutineer appointed by RAAus includes:

- Writing to RAAus within 24 hours following the ballot acknowledging they were present during the count and adhered to this policy, where applicable.

## 6. Definitions

<b>AM</b>	The person occupying the position of Accountable Manager, who also holds the position of CEO in RAAus.
<b>CEO</b>	The person occupying the position of Chief Executive Officer.
<b>Board</b>	RAAus' governing body, elected from the membership.
<b>RAAus</b>	Recreational Aviation Australia Limited.

## 7. Code of Professional Conduct

All RAAus employees have the responsibility to understand, implement and conform to the RAAus Code of Professional Conduct as it relates to this policy.

## 8. Responsibilities

Policy Approval:	CEO
Implementation:	CEO
Review:	Corporate Services Executive
Improvement:	CEO and Leadership Team

## 9. Review Schedule

This policy will be reviewed every year.

## 10.Lapse Date

None.

## 11.Meta Data

<b>ID</b>	POL-2019-38 <sup>1</sup>
<b>Version</b>	1.0
<b>Version date</b>	1 October 2019
<b>Type</b>	Management
<b>Approval date</b>	1 October 2019
<b>Availability</b>	All staff, Board, members on request
<b>Keywords</b>	Election, ballot, director, ballot, valid, scrutineer
<b>Responsible officer</b>	Safety, Risk and Compliance Manager
<b>History</b>	This policy is reviewed annually as part of the RAAus election cycle.
<b>Review date</b>	Spring 2020
<b>Related documents</b>	RAAus Constitution

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<sup>1</sup> Nomenclature: year edited, policy number of year edited, check master policy list

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