



# CROQUET AUSTRALIA ELECTION POLICY 2016

Version 1: APPROVED by the BOARD on Monday 5 December, 2016.

## Contents

1. Objectives of the ACA Election Policy.....	2
2. Application of this Policy .....	2
3. Returning Officer .....	2
4. Call for Nominations .....	2
5. Election Procedure.....	3
Stage 1 .....	3
Stage 2 .....	3
Stage 3 .....	3
Stage 4 .....	3
Stage 5 .....	3
Stage 6 .....	3
6. Amendments to this Policy .....	4
Appendices.....	4

## **1. Objectives of the ACA Election Policy**

- 1.1 To provide mechanisms whereby people who believe they might serve the objects of Croquet Australia are encouraged to put their names forward for elected positions.
- 1.2 To ensure persons elected to official positions within Croquet Australia are competent to serve in those positions.
- 1.3 Where more than one candidate vies for a particular elected position:
  - 1.3.1 to afford procedural fairness to each such candidate.
  - 1.3.2 to select the best candidate(s) from those available.

## **2. Application of this Policy**

Except where contrary provisions are specified for a particular elected position, and only to the extent of those contrary provisions, this policy shall apply to all elected positions, including (but not limited to) the following:

- Director (Board)
- Chair (Board)
- Deputy Chair (Board)

## **3. Returning Officer**

- 3.1 For each General Meeting at which an election is to be held, the Croquet Australia Board shall appoint a person to act as Returning Officer for the election(s). The Returning Officer shall not be an employee or a member of the Board, and for the duration of their appointment is ineligible to nominate for any of the positions for which nominations are to be called.
- 3.2 For elections and appointments made by the Board, the Board shall appoint a Board Director to fulfil the role of a Returning Officer.
- 3.2 The Returning Officer is responsible for the proper conduct of the elections, and shall conduct any ballots in accordance with this policy.
- 3.3 The Returning Officer may at their discretion seek and use any person who is not a candidate to assist them in performing their duties.
- 3.4 In respect of any matter pertaining to the conduct of any election, and in spite of anything else contained in this policy, the Returning Officer shall take such action and give such directions as the Returning Officer considers necessary, including but not limited to making void a step already taken in the election, to ensure the secrecy of the ballot and to prevent or remedy an irregularity.
- 3.5 Where the previously appointed Returning Officer is not present to conduct an election, the voters present may select a substitute from one of those present, providing that person is neither one of the voters nor a candidate for one of the positions to be elected.

## **4. Call for Nominations**

- 4.1 Nominations should be submitted through the Croquet Australia office in writing. They should be submitted using either a form provided for the specific position sought, or using the generic form appended to this policy. No written nomination can be considered if it is not received on or before the advised closing date.
- 4.2 Where insufficient nominations are received to fill all positions available, then having dealt with any written nominations, further nominations can be called from the floor of the meeting and then dealt with in accordance with this policy.
- 4.3 All nominations, whether in writing or from the floor shall include a brief statement outlining the candidate's experience for the position sought.

## 5. Election Procedure

- 5.1 All ballots for elected positions at General Meetings shall be secret ballots.
- 5.2 Where elections are to be held for hierarchically related positions at the same meeting, then ballots for more senior positions should be conducted before ballots for lesser positions. In other cases where more than one ballot is to be contested, the ordering of ballots shall be as listed in the meeting agenda, or as determined by the Returning Officer.
- 5.3 Each ballot requires a staged process.

### Stage 1

In the first stage of a ballot all candidates are to be listed and voters are to write the word YES or NO against each candidate's name, with YES indicating that the voter considers that the candidate would be a suitable person to fill the position sought (even though they may not be their particular preference), and NO indicating that they are of the opinion that the candidate is unsuitable for the position. A candidate failing to obtain a majority of YES votes at this stage is eliminated from further consideration in later stages.

If now the number of candidates is less than or equal to the number of positions to be filled, these candidates are to be considered elected.

### Stage 2

At this point (unless there are no candidates remaining from stage 1, in which case the election proceeds to stage 5) there will be more candidates remaining than there are positions to fill. These remaining candidates are to be listed and voters are required to indicate preferences for listed candidates by one of the following methods:

- using ticks
- crosses
- numbers
- striking out the names of candidates for whom they DO NOT wish to vote.

Voters MUST indicate a preference for the specific number of positions currently available.

### Stage 3

The result of the ballot is to be determined by counting the number of votes shown against the name of each candidate.

1. If the number of candidates with the most votes are equal to the number of positions available, then all such candidates are considered elected and the election is concluded.
2. If the number of candidates with the most votes are less than the number of positions available, then all such candidates are elected, and this stage is repeated for the remaining candidates.
3. If the number of candidates with the most votes are greater than the number of positions available, and at least one candidate has received a lesser number of votes, then any candidate with a lesser number of votes is eliminated and stages 2 and 3 are repeated for the remaining candidates. If however number of candidates attracting the most number of votes exceeds the number of positions available, and no candidate has received a lesser number of votes, then the election proceeds to stage 4.

### Stage 4

At this stage all remaining candidates have received an equal number of votes. The Returning Officer shall determine by lot the successful candidates from among those candidates.

### Stage 5

If positions still remain to be filled, then nominations may be called from the floor, and stages 1 through 3 carried out for any such further nominations.

## **Stage 6**

The Returning Officer declares the name(s) of the successful candidates and then shall supervise the destruction of all ballot papers and tally material.

## **6. Amendments to this Policy**

- 6.1 This policy may be amended by the Board of Croquet Australia in accordance with Clause 29.1 of the Constitution, which provides that this policy and any subsequent amendment shall be effective twenty-eight (28) days after the service of the policy on the Member States.

## **Appendices**

Appendix A

Pro-forma nomination form

Appendix B

Pro-forma voting papers



**Board Nomination – 68<sup>th</sup> Annual General Meeting**

Monday 27 March, 2017

(Must be lodged with the ACA by Thursday 9 February, 2017)

Under clause 21.3(b) of the Constitution the following form is required to be completed by the Nominator and Nominee.

I (Name) \_\_\_\_\_ wish to accept the nomination to become an elected Director of the Australian Croquet Association Board. I understand that voting will occur as part of the AGM on Monday 27 March, 2017.

Signed \_\_\_\_\_  
(Nominee\*\*)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
(Nominator^^)

State \_\_\_\_\_

—  
\_\_\_\_\_  
(Name of Nominator)

Date \_\_\_\_\_

**BRIEF PROFILE OF NOMINEE**

Please note: ^^ Nominator to be an Officer of a State Association

\*\* Nominee must be a member

Australian Croquet Association Inc.  
Incorporated in the ACT

ABN 90 330 745 920



Australian Croquet Association Inc.

Clause 21.1 of the Constitution requires an election to be held at each AGM after the adoption of the constitution to elect a number of Directors.

The Election Policy requires initially that voters write YES against all candidates they consider are suitable to fill any of the vacant positions. A candidate who fails to obtain a majority of YES votes is to be eliminated from further consideration in this election.

Nominee Suitability	Yes/No
Candidate One	
Candidate Two	
Candidate Three	
Candidate Four	
Candidate Five	
Candidate Six	

When completed fold the ballot paper in four and place in the designated receptacle.

Any nominee who fails to receive a majority of votes ie 50% plus 1 or more is eliminated

\_\_\_\_\_

Returning Officer

Australian Croquet Association  
ABN 90 330 745 920



Australian Croquet Association Inc.

Clause 21.1 of the Constitution requires an election to be held at each AGM after the adoption of the constitution to elect a number of Directors.

Having identified all those candidates considered suitable to fill vacant positions, and because there are more such candidates than there are positions, the Election Policy requires that voters now place a mark (tick/cross/number) against each candidate they wish to vote in favour of. Voters must indicate a preference for that number of candidates equal to the number of currently vacant positions.

There are currently  vacant positions.

Preferred Nominee(s)	Mark
Candidate One	
Candidate Two	
Candidate Three	
Candidate Four	
Candidate Five	
Candidate Six	

When completed fold the ballot paper in four and place in the designated receptacle.

The procedure to be followed in tallying the votes, and selecting or eliminating candidates is described in the Election Policy.

\_\_\_\_\_

Returning Officer

Australian Croquet Association  
ABN 90 330 745 920