

DAPTO NETBALL CLUB REGULATION

NOMINATIONS, ELECTIONS AND VOTING PROCEDURES OF THE DAPTO NETBALL CLUB

REGULATION 3 – NOMINATIONS, ELECTIONS AND VOTING PROCEDURES

3.1 PURPOSE

In accordance with authority provided by Clause 37 of the Dapto Netball Club (the Club) Constitution, the Management Committee has created this Regulation that sets down the procedural requirements of the Club for all ballots, and elections. This Regulation has been created to be read in conjunction with Clauses 16, 17 and 29 of the Constitution, and interpreted in accordance with the Constitution.

3.2 NOMINATIONS

3.2.1 GENERAL

- (a) All nominations must be lodged in writing and submitted either personally, by post, or emailed to the Secretary of the Club.
- (b) Only Senior Members of the Club shall be permitted to be nominated.
- (c) Nominations shall only be accepted for senior members who have been nominated, provided they:
 - (i) are not an undischarged bankrupt;
 - (ii) have not previously been ruled as unsuitable by the Management Committee to serve on the Management Committee or in any position at any level of the Club; and
 - (iii) are considered to be suitably qualified to take on the nominated role.
- (d) Nominations must:
 - (i) be in writing;
 - (ii) on the prescribed form (if any) provided for that purpose;
 - (iii) moved and seconded by two senior members of the Club; and
 - (iv) certified by the nominee expressing their willingness to accept the nomination for the position for which they have been nominated.
- (e) Nominations must be received by the Secretary by 5.00pm on, or before the published closing date for such nominations.

3.2.2 NOMINATIONS FOR RETURNING OFFICER

Where elections are required, the following procedure will apply:

- (a) Nominations for the position of Returning Officer shall be advertised and called for at least forty two (42) days prior to the Annual General Meeting.
- (b) When calling for nominations, details of the necessary qualification and job description shall also be provided. Qualifications and job description shall be specified in the Regulations or otherwise determined by the Management Committee from time to time.
- (c) Nominations must be received by the Secretary not less than twenty one (21) days before the date fixed for the Annual General Meeting in accordance with Clause 3.2.1.

3.2.3 NOMINATIONS FOR OTHER POSITIONS

Other positions that may be appointed by the Management Committee shall include:

- (a) delegates to Netball Illawarra; and
- (b) two (2) proxy Delegates to Netball Illawarra.

3.2.4 NOMINATIONS FOR STANDING COMMITTEE POSITIONS

- (a) Elections for all positions on Standing Committees may be conducted at a Management Committee Meeting.
- (b) Nominations shall be advertised to the senior membership of the Club and called for at least twenty one (21) days prior to the date specified for the election to take place.
- (c) When calling for nominations, details of the necessary qualifications and job description for the positions shall be provided. Qualifications and job description shall be as specified in the Regulations or otherwise determined by the Management Committee from time to time.
- (d) Nominations must be delivered to the Secretary not less than seven (7) days before the date fixed by the Management Committee in accordance with Clause 3.2.1.

3.3 RECEIPT OF NOMINATION FORMS FOR THE ANNUAL GENERAL MEETING

- (a) Upon receipt of a nomination, the date and time of receipt shall be recorded and registered as incoming correspondence, by the Secretary.
- (b) The Secretary shall forward all nominations received to the Returning Officer.
- (c) The Returning Officer, after the close of nominations shall check that any nominations received comply with the requirements of the Constitution and the Regulations.
- (d) A full list of nominees and any credentials provided, appropriate to the position for which they are nominating, will be made available to all senior members of the Club present at the Annual General Meeting.

3.4 ELECTION OF MANAGEMENT COMMITTEE

General information regarding Management Committee elections:

- (a) Elections for each Management Committee position shall be conducted at the Annual General Meeting of the Club.

- (b) The chairperson shall appoint two (2) senior members prior to the elections to act as scrutineers.
- (c) Voting for each position shall take place by secret ballot.
- (d) At any point where a vote is in relation to a position that a scrutineer has nominated for, another scrutineer may be appointed by the chairperson for that vote.
- (e) The scrutineers shall examine each vote, ensure its validity and record one vote for each nomination.
- (f) The scrutineers shall advise the chairperson of the meeting, the results of the vote for the position.

3.5 ELECTION OF THE RETURNING OFFICER

- (a) General information regarding the Returning Officer election:
 - (i) Elections for the position of Returning Officer shall be conducted at the Annual General Meeting of the Club.
 - (ii) Voting for the position shall take place by secret ballot.
 - (iii) The scrutineers shall examine each vote, ensure its validity and record one vote for each eligible vote.
 - (iv) The scrutineers shall advise the chairperson of the meeting, the results of the vote for the position of Returning Officer of the Club.
- (b) If there is more than one nomination for the Returning Officer position:
 - (i) Voting papers shall be prepared listing the names of nominees in alphabetical order.
 - (ii) Each eligible voting member present shall record a vote by indicating the nomination preferred with a tick, cross, signifying mark, or other similar indication
- (c) If there is only one nomination for the Returning Officer position:
 - (i) Voting papers shall be prepared giving the option for each voter to accept or reject the nomination.
 - (ii) Each eligible voting member present shall record a vote by indicating the option preferred with a tick, cross, signifying mark, or other similar indication in the appropriate box.
- (d) If there is no nomination for the Returning Officer position, or if a person is not approved by the majority of members, then the position will be deemed a casual vacancy.

3.6 VOTING TO FILL OTHER POSITIONS

- (a) Voting for all other positions detailed in the Regulations may be held at a Management Committee meeting, or as required by the Constitution or Regulations.
- (b) Voting for positions may take place by secret ballot.
- (c) If there are no nominations for a position or if a person is not approved by the majority of Management Committee members, then the position will be deemed a casual vacancy.

3.7 VOTING TO FILL STANDING COMMITTEE POSITIONS

- (a) General information regarding elections for Standing Committee positions:

- (i) Elections for all other positions shall be conducted at a Management Committee meeting.
 - (ii) Voting for positions may take place by secret ballot.
- (b) If there are fewer nominations received than there are positions on a Committee, or, if vacancies still exist after elections for previously nominated members, any positions not filled will be deemed as casual vacancies.

3.8 DELEGATES TO NETBALL ILLAWARRA

- (a) Delegates to Netball Illawarra shall be appointed from members of the Management Committee.
- (b) The Club is entitled to have three (3) delegates appointed to represent the Club at Council and General Meetings of Netball Illawarra.
- (c) The Club is entitled to have two (2) proxy delegates as replacements for delegates, if required.
- (d) The appointment of delegates must be finalised in sufficient time to be included in the Netball Illawarra affiliation form.
- (e) The appointment of proxy delegates must be finalised in sufficient time to be included in the Netball Illawarra affiliation form.
- (f) Delegates or proxy delegates cannot be members of the Netball Illawarra Management Committee.
- (g) The President of the Club shall be an automatic appointment as a delegate unless the President is a member of the Netball Illawarra Management Committee.
- (h) The Secretary of the Club shall be an automatic appointment as a delegate unless the Secretary is a member of the Netball Illawarra Management Committee.
- (i) Should any appointed delegate or proxy delegate to Netball Illawarra become a member of the Netball Illawarra Management Committee they shall resign from their position as a delegate or proxy delegate and their replacement shall be appointed by the Management Committee.