

ELECTION BY-LAWS

(As adopted at Council Meeting No. 359 held on Tuesday 13th November 2007).

1. Returning Officer

- 1.1 The Council will annually, but not later than the November Council meeting of each year, appoint a person to be the Returning Officer for the annual elections. The Returning Officer cannot stand for election to the Council at those elections. The Returning Officer shall have total control of the nomination and election process, independent of Council.
- 1.2 The Returning Officer's point of contact with the Council will be the Honorary Secretary or such other member of the Council appointed for that purpose.

2. Notification

- 2.1 Not later than the November Council meeting of each year, the Council will approve for publication in the December Issue of the Institute's Magazine, *The Genealogist*, and for distribution to each financial member of the Institute:
 - (a) notification that nominations are called for all positions on the Council.
 - (b) Brief Duty Statements for all positions on Council; and
 - (c) Nomination Form (Form 1) which shall clearly specify that a Statement of not more than 200 words, outlining background and experience appropriate to a Councillor, is part of the nomination requirement.

3. Nomination

- 3.1 Nominations using the Nomination Form (Form 1) may only be made and seconded by members of the Institute who are financial at the closing date of nominations.
- 3.2 A member may be nominated for more than one position on the Council, but shall only be elected to one position.
- 3.3 The nomination, with the consent of the candidate, must be accompanied by a Statement of not more than 200 words in length prepared by the candidate or the nominator.
- 3.4 Each Statement must be submitted on plain paper. An electronic copy as a Word or Rich Text Document may also be lodged with the Returning Officer at info@aigs.org.au. Company or business letter headed paper shall not be accepted.
- 3.5 All nominations and Statements must reach the Returning Officer, care of the A.I.G.S. Library by 3.30 pm. on the third Monday of February, this being the closing time and date for nominations.
- 3.6 Any Statement exceeding 200 words will render the nomination invalid. The Returning Officer will notify the candidate when the Statement is checked and allow the candidate until 3.30 p.m. on the third Monday of February to edit the Statement.

4. Receipt of Nominations

- 4.1 The Office Manager shall copy all nominations on receipt.
- 4.2 The Office Manager shall establish a Receipt Form as per Form 2 in which shall be entered the date of receipt of the nomination, the Council Position for which the nomination is intended, the name of the candidate, the names of the two members nominating the candidate and the date when the nomination form and statement have been forwarded to the Returning Officer.
- 4.3 The Office Manager shall check the current financial status of the members named on the nomination form by referring to the membership list held in the Office (or by consulting the Membership Secretary if in doubt). The Office Manager shall then send the nomination form to the Returning Officer with advice on the financial status of the members named on the nomination form. The Returning Officer shall then determine as to whether the nomination is valid.
- 4.4 The Returning Officer having determined that a nomination is valid shall make four copies of the Nomination Form and the Statement; one for the notice board, one for the folder adjacent to the Notice Board, one to be filed by the Office Manager and one to be sent to the Webmaster for

- display on the Website. The Returning Officer shall hold the original.
- 4.5 The Returning Officer shall inform nominators of invalid nominations and invite a further submission before 3.30pm on the third Monday of February.
- 4.6 The Membership Secretary shall provide the Returning Officer with a list of financial members as of 3.30pm on the third Monday of February.

5. **Display of Nominations**

- 5.1 The Returning Officer shall be responsible for the establishment of a prominent Notice Board in the Library on which all nominations and statements are displayed and a folder adjacent to the Notice Board containing copies of the nominations, statements and nomination forms.
- 5.2 The Webmaster shall be responsible for placing nominations and statements on the AIGS website.
- 5.3 The Returning Officer shall ensure that the Notice Board, folder and Website are up to date and the nominations are readily accessible to all members.

6. **Election**

- 6.1 A candidate may withdraw from the election for any of the positions for which they have been nominated.
- 6.2 Nominations will be considered in the order of the positions as shown on the Nomination Form.
- 6.3 If only one nomination is received for any Council position, the Returning Officer will declare at the Annual General Meeting that candidate duly elected to that position.
- 6.4 In the event that there are no contested positions, the Returning Officer will declare the results immediately; arrange to have them published on the AIGS website and state that an election is not required. The Returning Officer will report the results at the Annual General Meeting.
- 6.5 If more than one nomination is received for any Council position the Returning Officer must conduct an election for that position.
- 6.6 A notice of the calling of an Election must be placed on the Institute Website and on the Notice Board in the Library.

7. **Conduct of an Election**

- 7.1 The Returning Officer shall ensure that the following election material (7.2) is purchased and or printed, which shall be packaged for distribution, under the supervision of the Returning Officer, with the March edition of The Genealogist. The number of sets of the election material in each magazine shall be in accordance with the membership list for each address. The exception shall be overseas members who receive their election material by separate airmail post.
- 7.2 Each Member shall receive via The Genealogist:
- (a) instructions for the election clearly stating the election process with particular reference to the treatment of the Ballot Paper to ensure confidentiality,
 - (b) a document containing, in the order as they are shown on the ballot paper the Statements provided by the candidates;
 - (c) a ballot paper (Form 3);
 - (d) a Ballot Paper envelope distinctly marked for the enclosure of the ballot paper;
 - (e) an envelope printed with the return address of the Institute and a specific space on the front side where the member's name and membership number is placed to enable the Returning Officer to identify that the member is financial and eligible to vote; and
 - (f) an instruction that the name and membership number must be written in the place indicated on the outside of the larger envelope to be a valid vote. The vote is confidential, but the identity of each voter must be verified by the Returning Officer to ensure that the voter is a financial member at the poll closing time.
- 7.3 In respect of any position for which an election must be conducted, the Returning Officer, assisted by an appointed Council representative shall:
- (a) select by lot, the order in which the names of the candidates are to appear under the position on the ballot paper;
 - (b) supervise the preparation of and verification of the correctness of the election information

material to be distributed to all members of the Institute in the March issue of *The Genealogist*;

- (c) copy the Statement(s) in the order of the positions on the Ballot Paper, in a consolidated manner in preparation for printing in 10 size font;
 - (d) send a copy of this consolidated election information to each candidate, who shall have 5 days to check their Statement and make any corrections or sign their section as being correct and return it to the Returning Officer.
 - (e) return a corrected copy immediately to the candidate who shall again have 5 days to return it to the Returning Officer signed as being correct; and
 - (f) endeavour to ensure that each candidate's Statement is correct. However if a candidate does not respond in the allotted time or continues to dispute the presented information, the Returning Officer is authorised to proceed with printing of the election information. It is the candidate's obligation to cooperate with the Returning Officer to ensure the candidate's information is correct and presented reasonably within the parameters of the process and within the budget approved by Council.
- 7.4 A member shall in respect of each position for which an election is required write the word YES against the name of the candidate for whom the member wishes to vote. If the word YES appears more than once against names for any position, other than Ordinary Councillor where nine names may be selected, the vote for that position shall be declared invalid.
- 7.5 The member shall put the completed ballot paper in the Ballot Paper envelope. There shall be a single ballot paper in the Ballot Paper envelope.
- 7.6 The Ballot Paper envelope shall be placed in the Return Addressed envelope to the Returning Officer, care of the Institute's Library and posted or delivered to that address to reach the Returning Officer by 5.00pm on 31st March, or 5.00pm the following Monday, if the 31st March should fall on a Saturday or a Sunday, hereinafter called "poll closing date". There shall be a single Ballot Paper envelope in the Return Addressed envelope.
- 7.7 The Office Manager shall prepare an Election Mail Book for the recording of the receipt of Election mail using Form 4.
- 7.8 The Office Manager shall date each envelope as received and enter the name and membership number in the Election Mail Book, and note whether the ballot paper was delivered by hand or by post. Each envelope shall be placed in a sealed Ballot Box via a slot in the lid.
- 7.9 The P.O. Box will be cleared by the Office Manager, or a nominated Councillor, at 5.00pm on the poll closing date. Ballot Papers received after 5.00pm on the poll closing date shall be date stamped, declared invalid and placed in a sealed Invalid Returns Box via a slot in the lid.
- 7.10 At the poll closing date a copy of the Election Mail Book for the envelopes received and lodged in the Sealed Ballot Box shall be placed in an envelope and taped across the slot in lid of the Ballot Box effectively sealing it.
- 7.11 The sealed Ballot Box and its contents shall be delivered by the Office Manager to the Returning Officer, or collected by the Returning Officer.
- 7.12 The Membership Secretary shall provide the Returning Officer with an up to date financial membership list as of 31st March.
- 7.13 The Returning Officer shall contact all candidates who are subject to election and ask them to nominate in writing their choice of another member to act as scrutineer. The scrutineers shall be present when the Returning Officer opens the Ballot Paper envelopes and counts the votes sometime after the election closes on the polling date, but before the Annual General Meeting. In the event of any scrutineer not being able to attend, the Returning Officer shall request the Executive of the Council to appoint a substitute scrutineer.
- 7.14 Once the balloting period has closed, the Returning Officer in the presence of the scrutineers shall:
- (a) open the Ballot Box;
 - (b) check the contents of the Ballot Box against the Election Mail Book;
 - (c) check each name and membership number against the membership list provided and if financial, rule a line through the member's entry on the list and initial the envelope;
 - (d) if the member is not financial the envelope shall be marked "UNFINANCIAL", initialled

- (e) by the Returning Officer and placed in the sealed Invalid Returns Box;
the Ballot Envelopes shall be removed from the Return Envelopes by the Returning Officer;
 - (f) if there is more than one Ballot Envelope in the Return Envelope the entire contents shall be declared Invalid and placed in the sealed Invalid Returns Box.
 - (g) Ballot Envelopes shall then be opened and the Ballot Papers removed from the envelopes and placed face down in piles;
 - (h) if there is more than one Ballot Paper in a Ballot Envelope the entire contents shall be declared invalid and placed in the Invalid Returns Box;
 - (i) the Ballot Papers shall then be examined and determined whether any Ballot Papers are invalid;
 - (j) all invalid Ballot Paper shall be placed in the Invalid Returns Box; and
 - (k) the counting of the votes shall then take place.
- 7.15 The order of counting of votes for Council positions shall be in the same order as those positions are listed on the Ballot Paper.
The manner of counting votes for any position shall be to credit a candidate with one vote for each ballot paper on which the word 'YES' appears against the name of that candidate. If the word 'YES' appears against more than one candidate for any position, other than Ordinary Councillor where nine votes can be cast, that vote shall be declared invalid.
A tick against a name shall also render the vote invalid.
- 7.16 The candidate who has the highest number of votes for a position must be declared elected.
- 7.17 If a candidate is elected to a Council position, the name of that candidate shall not be counted in any subsequent ballot.
- 7.18 The Ballot Box and Invalid Returns Box and papers therein will be retained in a secure place until after the appointment of Councillors at the Annual General Meeting after which their contents shall be destroyed by shredding by the Returning Officer.
- 7.19 The Returning Officer shall report the results of the election to the Annual General Meeting.

FORM 1 NOMINATION FORM

AUSTRALIAN INSTITUTE OF GENEALOGICAL STUDIES INC.

NOMINATION FOR ELECTION TO COUNCIL

I hereby nominate

of

who is a member of the Institute, for the position of

- President
- Senior Vice-President
- Vice-President
- Vice-President
- Secretary
- Treasurer
- Ordinary Councillor

Please strike out all but one position on this form.

A separate form must be used for each position if the candidate wishes to nominate for more than one position.

I consent to the above nomination.

Signature of Candidate..... Membership No..... Date.....

I submit with this nomination form a Statement not exceeding 200 words in length to be displayed on the Notice Board in the Institute's Library and Website and if a ballot is necessary, circulated to the members. This Statement is a mandatory part of the nomination requirement.

Nominated by

Name Membership No.....

Address.....

Seconded by

Name Membership No.....

Address

This nomination must reach the Returning Officer by 3.30pm on the third Monday of February care of the A.I.G.S. Library, P.O. Box 339. Blackburn. Vic 3130 or be hand delivered to 1/41 Railway Road, Blackburn, Vic 3130.

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FORM 3 BALLOT PAPER

AUSTRALIAN INSTITUTE OF GENEALOGICAL STUDIES INC.

BALLOT PAPER

Only members who are financial as at the time of the close of balloting, i.e. *31st March or the following Monday if the 31st. March should fall on a Saturday or a Sunday* shall be eligible to vote.

The following persons have been nominated for election to the positions shown, and the order of their listing has been determined by lot.

- 1. For the position of President
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- 2. For the position of Senior Vice-President
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- 3. For the position of Vice-President
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- 4. For the position Vice-President
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- 5. For the position of Secretary
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- 6. For the position of Treasurer
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- 7. For the position of ordinary member of Council (nine positions)
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When voting for each position on this ballot paper. YOU MUST WRITE THE WORD 'YES' AGAINST THE NAME OF THE CANDIDATE OF YOUR CHOICE. If the word 'YES' occurs more than once for any position, (other than 7 where nine votes may be cast), or a tick is used, the vote is declared invalid for that position.

When you have completed this paper, you must:

- 1. Place the ballot paper in the envelope marked **BALLOT PAPER** and seal the envelope.
- 2. Insert the envelope marked **BALLOT PAPER** in an envelope addressed to the Returning Officer C/- A.I.G.S. Inc., P.O. Box 339, Blackburn, VIC 3130
- 3. **Ensure that your name and membership number is written in the place indicated on the outside of the larger envelope so as to be a valid vote. The vote is confidential however the identity of each voter must be checked to assure the Returning Officer that the voter is a financial member.**
- 4. Post or deliver that envelope so as to reach the Returning Officer, at the A.I.G.S. Library, 1/41 Railway Road, Blackburn VIC 3130 by 5.00pm. on the poll closing day.

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