

**PROCESS FOR ELECTION AT ANNUAL GENERAL MEETING
9 AM MONDAY 8 FEBRUARY 2021**

1. After nominations close, and before publishing the list of nominees, the Secretary will check if nominee and appointee are financial members.
2. The Secretary will then advise all members, by email/postal and notice board, of the agenda which will include the list of nominees in alphabetical order per category. Trish Lye had submitted an updated proxy form (attached) which would be attached to the advice. Proxies must be registered with the Secretary by 2 p.m. on Friday 5 February 2021. At that time, 2 scrutineers will assist the Secretary to check if appointer and appointee are financial members and compile a register for use in distributing ballot papers.
3. Members attending the AGM will be asked to sign into the Attendance Book and have their financial status checked. (Treasurer to provide list of non-financial)
4. At the meeting, before the election commences, the President will vacate the chair. The Committee will request a member to take temporary control of the chair until the President is elected. The elected President then takes the chair.
5. The ballot paper will be in alphabetic order with boxes in which to place a tick. The person with the most votes is elected if one position only.
6. For Committee members where 3 positions available, the persons having the most votes are elected.
7. If no nomination is received, nominations may be called from the floor. If still no nomination, the position is declared vacant.
8. If 1 nomination received, the person is elected unopposed.
9. If 2 or more nominations received where only 1 position, a ballot will proceed,
10. If 3 nominations received for committee, those persons are elected unopposed.
11. If more than 3 nominations received for committee, a ballot will proceed.
12. The ballot papers will show the position, the candidate's names in alphabetical order, instructions for placing a tick beside.
13. A ballot paper will be distributed to each financial member attending and one for each proxy registered for that member attending.
14. The person/s with the most votes is/are elected.
15. Only where relevant to the outcome, in the event of a tied situation, would a further ballot proceed between those tied candidates.
16. Counters would be needed to compile the results.