

DIETITIANS ASSOCIATION OF AUSTRALIA
BY-LAW
PROCEDURE FOR ELECTION OF DIRECTORS
 (By-law Made Pursuant to Clauses 25, 26 and 37 of the *Constitution*)

Adopted August 2009

Nominations for Directors to serve on the Board of the Dietitians Association of Australia (DAA) shall be proposed and seconded by financial Members with Dietetic Qualifications or Honorary Life Members. Prescribed forms must be used and must include the written agreement of the candidate. Financial Members with Dietetic Qualifications and Honorary Life Members only are eligible to vote.

1. Ballot

The elections shall be held by electronic ballot.

2. Returning Officer

- 2.1 The Board shall appoint a Returning Officer to conduct the election of Directors.
- 2.2 The Returning Officer has the authority of the Board to make decisions in relation to the conduct of the election.

3. Mailing List

The membership mailing list shall not be made available to candidates.

4. Timetable for Call of Nominations and Ballot

- 4.1 The candidate shall consent to and counter sign the Nomination Form.
- 4.2 Procedures shall conform to the following timetable.

	Weeks before annual general meeting
(a) Send Nomination Forms to members	12
(b) Return Nomination Forms to DAA. Nominations closed	8
(c) Notify members of ballot open on website. Send hard copies as required	6
(d) Close electronic poll. Return hard copy Ballot Papers to DAA	2

5. Election Statements

- 5.1 Election Statements, Policy Statements and Supporting Statements shall be prepared according to the prescribed format..
- (a) Election Statements shall provide a profile of the candidate and should include a summarised CV.
 - (b) Policy Statements shall provide the candidate's vision and direction for the Association.
 - (c) Supporting Statements shall provide the Proposers' and Seconders' support for the credentials and vision of the candidate.
- 5.2 Election Statements shall be made on the prescribed form.
- The Policy Statement shall be on the prescribed form and shall consist of no more than one A4 page of single spaced typing.
- The Supporting Statements by the Proposer and Secunder shall be on the prescribed form and shall consist of no more 250 words for each statement.
- 5.3 Election Statements, Policy Statements and Supporting Statements should be appropriate to the role of Director and must be ethical, be able to be substantiated, and not defamatory, and shall be approved and may be edited at the discretion of the Returning Officer.

6. Ballot

- 6.1 The following shall be posted on the DAA website and notification sent to all financial Members with Dietetic Qualifications and Honorary Life Members:
- (a) all completed Election Statements which have been authorised by the Returning Officer;
 - (b) a Ballot Paper listing candidates' names in alphabetical order;
- For those who do not have internet access:
- (c) a hard copy of (a) and (b) and an inner envelope marked 'Ballot Paper' and an outer envelope with DAA address on front and provision for member's name on back.
- 6.2 The return of the hard copy Ballot Papers shall be in accordance with Clause 4.2. The votes shall be checked by the Returning Officer and recorded on the online system by national office staff.

7. Counting of Votes

- 7.1 Votes shall be counted on the electronic system and will be valid as the system is set up to recognise:
- (a) a financial Member with Australian Recognised Dietetic Qualifications or Honorary Life Member
 - (c) one vote per member – further attempts will be locked out.
 - (d) correctly completed ballot.
- 7.2 Counting shall be by preferential system i.e. elimination of lowest vote until 4 candidates achieve the highest totals. These persons then become the successful candidates.
- 7.3 All Ballot Papers/spreadsheets shall be held at the National Office for two months after the declaration of the ballot.

8. Notification of Ballot Results by the Returning Officer

- 8.1 Immediately after the conclusion of the ballot the Returning Officer shall notify the candidates of the ballot results.
- 8.2 Results shall be given to the chairperson of the annual general meeting for presentation to members at the annual general meeting.

9. Declaration of Ballot at Annual General Meeting

The candidates who have received the highest numbers of valid votes shall be declared Directors.

10. Election at Annual General Meeting

- 10.1 If 4 or less nomination forms are returned to DAA on or before the date being eight weeks before an annual general meeting members shall be notified on the agenda for the annual general meeting of the nomination and the requirement for the election of those candidates. The election statements will be circulated with the AGM papers.
- 10.2 The candidate/s will be elected directors if seventy-five percent of Members with Dietetic Qualifications and Honorary Life Members present or by proxy vote in favour of the candidate/s at the annual general meeting.
- 10.3 If the vote is not carried a new election process shall commence within 14 days. The new election shall be based on the timetable identified in Clause 4.2.

11. Call for Nominations and Election at Annual General Meeting

- 11.1 If no or insufficient nomination forms are returned to DAA on or before the date being eight weeks before an annual general meeting nominations from Members with Dietetic Qualifications and Honorary Life Members shall only be accepted at the annual general meeting.
- 11.2 Members will be notified on the agenda for the annual general meeting that nominations shall be called for and that there will be an election at the annual general meeting.
- 11.3 At the annual general meeting Members with Dietetic Qualifications and Honorary Life Members shall appoint a Returning Officer and two scrutineers.
- 11.4 The Returning Officer shall call for nominations. Nominations shall be proposed, seconded and accepted.
- 11.5 The candidate/s, proposer/s and seconder/s shall present to members of the annual general meeting (either orally or in writing to be read at the meeting if not in attendance) Election and Supporting Statements.
- 11.6 If only sufficient nominations are received at the annual general meeting to fill the Director vacancies the candidate/s shall be elected if seventy-five percent of the Members with Dietetic Qualifications and Honorary Life Members present in person or by proxy vote in favour of the candidate/s.
- 11.7 If the vote is not carried a new election process shall commence within 14 days. The new election shall be based on the timetable identified in Clause 4.2.
- 11.8 The Board will continue to operate, as long as there is a quorum, until the declaration of the new election.
- 11.9 If more nominations than vacancies are received at the annual general meeting the successful candidate/s shall be those persons elected by the Members with Dietetic Qualifications and Honorary Life Members present in person or by proxy on a preferential basis i.e. elimination of the lowest vote until candidate/s receive the highest number of valid votes.