



Election of the RANZCOG Board Policy and Procedure

Purpose and scope

This policy confirms the procedures and requirements involved in the election of members of the Board (with the exception of the position of President) of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG). It details who is eligible to be elected as a member of the RANZCOG Board and outlines the process for conducting RANZCOG Board elections.

This policy applies to voting members of the RANZCOG Council, pursuant to subclause Clause 9.1.1 (a) to (c) of the *RANZCOG Constitution*, and College staff who are responsible for managing the election process.

The *RANZCOG Constitution* (clause 12 and clause 13) should be read in conjunction with this policy.

1. Policy

The objectives of this policy are to ensure that the election of the RANZCOG Board, conducted by the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG), is open and transparent, comprehensive, and scrutinised, and is managed in accordance with the *RANZCOG Constitution*.

2. Procedure

2.1 Eligibility

2.1.1 Nominees

RANZCOG Board Members for the next term of office (next three-year Council term) shall be elected from eligible members of the current RANZCOG Council.

All nominees must be financial members of the College at the time of a nomination being submitted. For election purposes, to be deemed a financial member, the individual will have no outstanding monies owing to the College, including the annual subscription fee for the relevant membership period. Where a nominee is not financial, the Nomination Form will be deemed invalid and shall not be accepted.

2.1.2 Proposers and Seconders

All proposers and seconders must be a voting member of the current RANZCOG Council.

2.2 Timetable for elections

The election process shall begin in June and end in July of the Election Year. Elections shall be held at a meeting convened at a time directed by the Board, in conjunction with the last Council meeting held before the Annual General Meeting ("Board Election Meeting").

2.3 Returning Officer

The Company Secretary shall be the Returning Officer and shall have the authority to appoint College staff (Election Office) to assist in the conduct of the elections.

2.4 Nomination process

2.4.1 Pre-election notification

The Election Office will circulate the process for the RANZCOG Board elections for the next Council term to all members of Council. The notification will advise relevant dates and requirements for the submission of Nomination Forms.

2.4.2 Call for nominations

The Election Office will issue a call for nominations at least 42 days prior to the election date. The call for nominations shall indicate the closing date of nominations and the provisions for conducting the election.

2.4.3 Incomplete nomination forms

Where the Nomination Form is not completed or submitted properly or the nominee is not financial (refer above), then the Nomination Form will be deemed invalid and not be accepted. The Election Office will advise the nominee of any irregularities and offer the nominee the chance to resubmit their completed Nomination Form by the closing date for nominations.

2.4.4 Close of nominations

The promoted date and time for the submission of nominations shall be strictly adhered to. The Election Office will not accept late nominations, irrespective of the reason. The closing date for nominations will be at least 14 days before the election date.

2.4.5 Acknowledgement of nominations

The Election Office will acknowledge all accepted nominations within two business days of receipt.

2.4.6 Withdrawal of nominations

Nominees may withdraw their nominations at any time up to the close of nominations. All notices of withdrawals must be in writing.

Nominees wishing to withdraw their nominations after this deadline must write to the Returning Officer outlining reasons for the request. The withdrawal of a nomination following nomination deadline will be at the discretion of the Returning Officer.

2.4.7 Promotion of nominees

Nominees will be kept confidential until the close of nominations.

2.4.8 Publicity

The College will not supply names and/or contact details nor distribute to Members of Council any material for publicity purposes by candidates.

2.5 Election of Board Members if a ballot is not needed

If the number of nominations received for each position (Board Member, Treasurer or Vice-President) does not exceed the number of vacancies to be filled, then the nominee/s will be declared elected at the Board Election Meeting.

2.6 Ballot process

If the number of nominations exceeds the number of vacancies to be filled for each position, the Election Office shall conduct an election during the Board Election Meeting.

2.6.1 Distribution of candidate statements

At least 14 days before the election date, the Election Office will distribute a list of nominations with candidate statements to all Members of Council eligible to vote.

2.6.2 Proxy votes

Proxy votes shall be permitted for RANZCOG Board elections. The Elections Office will distribute a Proxy Voting Form to all Members of Council eligible to vote when distributing candidate statements (see 2.6.1 above). Voting Members of Council who are unable to attend the Board Election Meeting and wish to nominate a proxy for RANZCOG Board elections must return the completed Proxy Voting Form to the Election Office by close of business (AEST) on the day prior to the Board Election Meeting.

2.6.3 Voting

Voting papers will be distributed at the beginning of the Board Election Meeting. The voting paper will display the names of the Nominees in alphabetical order.

Voting will be by the Preferential method of voting and will be by secret ballot with each person casting a non-identifiable vote.

Each voting Member of Council is entitled to cast one vote and will to be marked off the voting register upon the submission of their vote.

The Returning Officer will declare a voting paper to be invalid if, in their opinion, a voting paper is marked in such a way that the intentions of the Member of Council casting the vote are not clear.

2.6.4 Counting of votes

The Returning Officer shall be responsible for appointing scrutineers to assist in the counting of votes.

The candidate who has received the largest number of votes, after all preferences have been allocated, shall be declared elected.

In the case of two candidates receiving the same number of votes, the Returning Officer shall draw lots in the presence of scrutineers to determine which of the two candidates is to be declared elected.

2.7 Term of office

Pursuant to clause 12.4.1 of the *RANZCOG Constitution*, the elected Board Members shall assume office at the conclusion of the Annual General Meeting in that Election Year.

2.8 Notification of results

The results will be read out after the counting of votes has been finalised for each position. The election of the RANZCOG Board Members will be published in the next available issue of *Collegiate*, *O&G Magazine* and on the College's website.

2.9 Casual vacancies

Any Casual Vacancy for any of the positions on the RANZCOG Board, other than that of President, shall be filled by election from and by the remaining members of Council. Any Board Member appointed by way of a Casual Vacancy position shall hold office only until the election of the next RANZCOG Board. They will be eligible for re-election in accordance with the *RANZCOG Constitution*. The period of time served filling this vacancy shall not be counted as a period of office.

2.10 Governance

2.10.1 Retention of records

The completed nomination forms, lists of eligible Members of Council and other records pertaining to the election shall be retained by the Returning Officer for a period of one year from the nominated election date.

2.10.2 Invalidity

No election is to be invalid by reason of:

- any formal error or defect in any declaration or other instrument or in any publication made pursuant to these procedures or intended to be so made; or
- any such publication being out of time; or
- any delay in holding the election at the time appointed or in taking the poll; or
- any inadvertent failure to send to any eligible member any notice or voting paper; or
- any defect of a merely formal nature.

2.10.3 Appeals

Where a candidate is aggrieved with a decision of the Returning Officer, they may seek a review of that decision in accordance with the [RANZCOG Appeals Procedures](#).

3. Related RANZCOG documents

- RANZCOG Constitution
- Election of the RANZCOG Council Policy and Procedure
- RANZCOG Appeals Procedures

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