

# Election of Representatives onto Subspecialty Committees Policy and Procedure

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## Purpose and Scope

The purpose of this policy is to confirm the procedures and requirements involved in the election of committee members to the five individual subspecialty committees, specifically; the Gynaecological Oncology (CGO) Subspecialty Committee; Maternal Fetal Medicine (CMFM) Subspecialty Committee; Obstetric and Gynaecological Ultrasound (COGU) Subspecialty Committee; Reproductive Endocrinology and Infertility (CREI) Subspecialty Committee; and the Urogynaecology (CU) Subspecialty Committee.

The policy details who is eligible to be elected as a member of a subspecialty committee and outlines the processes for conducting individual subspecialty committee elections. This policy applies to Subspecialists and subspecialty trainees, and College staff who are responsible for managing the election process. The Terms of Reference for individual subspecialty committees (refer to Section 3 of this policy for further details) are to be read in conjunction with this policy.

## 1. Policy

The objectives of this policy are to ensure that elections for the five individual subspecialty committees conducted by the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) are open and transparent, comprehensive, and scrutinized appropriately.

## 2. Procedure

### 2.1 Positions for Election

#### 2.1.1 Subspecialist

There are three (3) Subspecialist Representative positions to be elected to each of the five (5) individual subspecialty committees.

#### 2.1.2 Early Career Subspecialist

There is one (1) Early Career Subspecialist Representative position to be elected to each of the five (5) individual subspecialty committees

#### 2.1.3 Subspecialist Trainee

There is one (1) Subspecialist Trainee Representative position to be elected to each of the five (5) individual subspecialty committees

## 2.2 Eligibility Requirements

### 2.2.1 Nominees

To be eligible to stand for election to one of the five (5) individual subspecialty committees, nominees must be deemed by the College to be a financial Subspecialist and be certified in the applicable subspecialty at the time of the nomination being *submitted*.

For election purposes, to be deemed a financial Subspecialist 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 deemed to be a financial Subspecialist by the College, the Nomination Form will be deemed invalid and shall not be accepted.

To be eligible to be elected as an Early Career Subspecialist, the individual will have been certified in the relevant subspecialty for a period of five (5) years or less at the *closing date* of nominations.

To be eligible to be elected as a Subspecialist Trainee Representative must be a registered trainee in one of the five RANZCOG Subspecialty Training Programs (CGO, CMFM, COGU, CREI, CU); and be deemed by the College as a financial trainee.

### 2.2.2 Proposers and Seconders

Nominations must be formally supported by a proposer and seconder on the prescribed form. All proposers and seconders supporting a nomination for a Subspecialist Representative position must be certified in the *same* subspecialty for which the nominee is seeking to be elected at the time of a nomination being submitted.

Proposers and seconders supporting a nomination for an Early Career Subspecialist Representative position must either be certified in the *same* subspecialty for which the nominee is seeking to be elected or be a registered trainee in the same subspecialty for which the nominee is seeking to be elected at the time of a nomination being submitted.

Proposers and seconders supporting a nomination for Subspecialist Trainee Representative must be a registered Subspecialist in the same subspecialty or trainee in the same subspecialty training program

## 2.3 Timetable for Elections

The election process shall begin in August and end in September of the election year.

## 2.4 Election Date

The Election Date will be determined at the beginning of the election process and will be deemed suitable if the required number of days have been allocated for nomination and election purposes.

## 2.5 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.

## 2.6 Nomination Process

### 2.6.1 Call for Nominations

A call for nominations is to be issued in August. The call is to indicate the number of vacancies, tenure of office, the date and time for the close of nominations, and the provisions for conducting the elections.

### 2.6.2 Incomplete Nomination Forms

If any part of the nomination form is not completed or submitted properly, or the nominee or proposer are not financial (refer above), then the nomination form will be deemed invalid and

not accepted. The nominee will be advised of the irregularities via e-mail by the Election Office and will be offered the chance to resubmit their completed nomination form within the designated timeframe.

#### 2.6.3 Deadline Date and Time for the Submission of Nominations

The promoted date and time for the submission of nominations will be strictly adhered to. Late nominations, no matter what the reasons are, will not be accepted. The closing date will be three weeks after the Call for Nominations.

#### 2.6.4 Acknowledgment of Nominations

All accepted nominations will be acknowledged by email within two (2) business days of receipt.

#### 2.6.5 Withdrawal of Nominations

Nominees may withdraw their nominations at any time up to the close of nominations, but may not do so after nominations have closed. All notices of withdrawals must be in writing and be signed by the nominee via email to the Election Office and be signed by the nominee.

#### 2.6.6 Promotion of Nominees

Nominees will be kept confidential until after the closing date and time for the submission of nominations.

#### 2.6.7 Publicity

The College will not supply names and/or contact details nor distribute to Subspecialists, members and trainees any material for publicity purposes by candidates. No party may utilise any College resources or lists for election or publicity purposes.

### 2.7 Election of Representatives if a ballot is not needed

If the number of nominations received for a particular position does not exceed the number of vacancies to be filled, then a ballot will not be required and the nominee/s for that position will be elected and advised accordingly, following ratification by the RANZCOG Board.

### 2.8 Ballot process

If the number of nominations received for a particular position exceeds the number of vacancies to be filled, the Election Office will conduct an election by a secure online ballot. Postal ballots will be sent to any Members who do not have an email address on file with the College.

The online ballot will state: the names and candidature statements of the nominees (if applicable) reproduced verbatim and in alphabetical order; voting method – the candidate who receives the most votes will win the ballot; notice of the method in which the ballot is to be conducted; and the ballot closing date and time.

#### 2.8.1 Voting

If the number of nominations received for a particular position exceeds the number of vacancies to be filled, the Election Office will conduct an election by a secure online ballot. Postal ballots will be sent to any voter who do not have an email address on file with the College.

The online ballot will state: the names and candidature statements of the nominees (if applicable) reproduced verbatim and in alphabetical order; voting method – the candidate who receives the most votes will win the ballot; notice of the method in which the ballot is to be conducted; and the ballot closing date and time.

##### 2.8.1.1 Subspecialist Representative positions

If the number of nominations exceeds the three (3) Subspecialist Representative vacancy positions to be filled on any particular individual subspecialty committee, an

election shall be conducted. Ballot documentation shall be distributed to all current certified Subspecialists within the applicable subspecialty. Only Subspecialists certified in the applicable subspecialty will be able to vote in the ballot for that subspecialty committee.

#### 2.8.1.2 Early Career Subspecialist position

If the number of nominations exceeds the one (1) Early Career Representative vacancy position to be filled on any particular individual subspecialty committee, the Election Office shall conduct an election. Ballot documentation shall be distributed to both current subspecialty trainees and Subspecialists certified less than five (5) years within the applicable subspecialty. Only trainees and Early Career Subspecialists in the applicable subspecialty will be able to vote in the ballot for that subspecialty committee.

#### 2.8.1.3 Subspecialist Trainee position

If the number of nominations exceeds the one (1) Subspecialist Trainee Representative position vacancy position to be filled on any particular individual subspecialty committee, the Election Office shall conduct an election. Ballot documentation shall be distributed to current subspecialty trainees within the applicable subspecialty. Only trainees in the applicable subspecialty will be able to vote in the ballot for that subspecialty committee.

### 2.8.2 Counting of votes

Each eligible voter is entitled to cast one vote. The candidate with the most votes will win the ballot and will be elected.

If following the close of the ballot, two or more candidates receive an equal number of votes, the candidate deemed to have the higher number of votes will be determined by lot drawn by the Returning Officer.

Postal ballot received will be declared to be invalid by the Returning Officer if in the opinion of the Returning Officer:

- the outer envelope or the ballot paper contained within have not been lodged by a Trainee entitled to vote;
- the name of the Trainee on the outer envelope cannot be read;
- a Trainee entitled to vote has submitted more than one outer envelope; or
- a voting paper is marked in such a way that the intentions of the Trainee casting a vote are not clear.

### 2.9 Notification of Results

The Returning Officer will, as soon as practical after the results have been declared advise the successful and unsuccessful candidates. The list of successful candidates for each representative position will be published in the next available issue of *Connect, O&G Magazine* and on the College's website. The number of votes submitted will remain confidential to the Returning Officer.

### 2.10 Casual Vacancies

If a casual vacancy arises for any elected position on an individual subspecialty committee, a call for nominations will be made to eligible Subspecialists and subspecialty trainees, as applicable, within the relevant subspecialty.

If the number of nominations received does not exceed the number of vacancies, then the nominee(s) will be declared elected following the close of nominations and ratification by the RANZCOG Board.

If, following a second call no nominations have been received, the Election Office will liaise with the relevant subspecialty committee regarding the position.

The relevant subspecialty committee must make a recommendation to the RANZCOG Board regarding the status of the position(s) until the next election of committee members; the relevant subspecialty committee may elect to canvass the subspecialty for a suitable Subspecialist to fill the position(s) or elect to keep the position(s) vacant.

Any elected committee members appointed to fill a casual vacancy shall hold office only until the next election year and will be eligible for re-election in accordance with the relevant subspecialty committee Terms of Reference and this policy.

The period of time served on the individual subspecialty committee filling this vacancy shall not be counted as a period of office.

## 2.11 Governance

### 2.11.1 Retention of records

As per RANZCOG record-keeping policy, all records pertaining to the election are to be retained by the Returning Officer in digital format for at least 2 years after the relevant activity has ended.

### 2.11.2 Invalidity

No election is to be invalid by reason of:

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

### 2.11.3 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

- Terms of Reference Gynaecological Oncology Subspecialty Committee
- Terms of Reference Maternal Fetal Medicine Subspecialty Committee
- Terms of Reference Obstetric and Gynaecological Ultrasound Subspecialty Committee
- Terms of Reference Reproductive Endocrinology and Infertility Subspecialty Committee
- Terms of Reference Urogynaecology Subspecialty Committee
- RANZCOG Appeals Procedures

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	September 2018	RANZCOG Board
v2	August 2020	Chief Executive Officer (College Secretary)
v3	April 2021	Chief Executive Officer (College Secretary)
v4	December 2021	Inclusion of Trainee representative, Chief Executive Officer (College Secretary)
v5	June 2022	Updating proposer seconder for Trainee representative, Chief Executive Officer (College Secretary)

Policy Version:	Version 5
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