

# Election of State and Territory Committee / Te Kāhui Oranga ō Nuku Members 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 State and Territory Committees/Te Kāhui Oranga ō Nuku (formerly The New Zealand Committee). The policy details who is eligible to be elected as a member of a State and Territory Committee/ Te Kāhui Oranga ō Nuku and also outlines the processes for conducting elections for State and Territory Committees/ Te Kāhui Oranga ō Nuku. This policy applies to State and Territory Committee/ Te Kāhui Oranga ō Nuku, Fellows who are eligible to stand for election to State and Territory Committees/ Te Kāhui Oranga ō Nuku and College staff who are responsible for managing the election process. The documents entitled: *Terms of Reference for State and Territory Committees* and *Terms of Reference for Te Kāhui Oranga ō Nuku* are to be read in conjunction with this policy.

### 1. Policy

The objectives of this policy are to ensure that State and Territory Committee/ Te Kāhui Oranga ō Nuku elections conducted by the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) are open and transparent, comprehensive, and scrutinised appropriately.

### 2. Procedure

#### 2.1 Eligibility Requirements

All Fellows who are financial and resident in the applicable Australian State or Territory are eligible to stand for election to State and Territory Committees.

All Fellows who are financial and resident in New Zealand are eligible to stand for election to Te Kāhui Oranga ō Nuku.

All nominees, proposers and seconders must be resident in the applicable Australian State or Territory/ New Zealand and be financial Fellows of the College at the time of a nomination being submitted. For election purposes, to be deemed a financial Fellow the member will have no outstanding monies owing to the College, including the annual subscription fee for the relevant financial period. Where a nominee, proposer and/or seconder is not financial, the nomination form will be deemed invalid and will not be accepted. In the event that a ballot is required, only financial Fellows resident in the applicable Australian State or Territory / New Zealand may vote for the elected Fellow position.

All nominees for the Regional Fellow Representative position must be Regional Fellows. All proposers and seconders for the Regional Fellow Representative position must be financial Fellows and resident in the applicable Australian State or Territory, at the time of supporting a nomination. In the event that a ballot is required, only financial Fellows resident in the applicable Australian State or Territory may vote for the Regional Fellow Representative.

All nominees, proposers and seconders for the Associate (Procedural and Advanced Procedural) Representative position must be financial Associate (Procedural and Advanced Procedural) and resident in the applicable State or Territory at the time of a nomination being submitted. Where a nominee, proposer and/or seconder is not financial, the nomination form will be deemed invalid and will not be accepted.

In the event that a ballot is required, only financial Associate (Procedural and Advanced Procedural) in the applicable Australian State or Territory may vote for the Associate (Procedural and Advanced Procedural) Representative.

## **2.2 Timetable for Elections**

The election process will begin in July and end in September of the election year.

## **2.3 Returning Officer**

The Company Secretary is the Returning Officer and has the authority to appoint College staff (Election Office) to conduct the elections.

## **2.4 Pre-Election Notification to State and Territory Committees and New Zealand**

Prior to the official call for nominations, the Election Office is to liaise with the Head of State + Territory Offices & Government Relations, the Manager New Zealand, and each State and Territory Committee/ Te Kāhui Oranga ō Nuku Chair to confirm the number of elected positions to be available. As per the Terms of Reference for State and Territory Committees and the Terms of Reference for Te Kāhui Oranga ō Nuku, each outgoing committee has the authority to determine the appropriate number of elected positions needed to effectively run the committee.

## **2.5 Call for Nominations**

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

## **2.6 Incomplete Nomination forms**

If any part of the nomination form is not completed or submitted properly or the nominee, proposer or seconder 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.

## **2.7 Close of Call for Nominations**

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

## **2.8 Acknowledgment of Nominations**

All accepted nominations will be acknowledged by e-mail within two business days of receipt.

## **2.9 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 via email to the Election Office and be signed by the nominee.

## **2.10 Promotion of Nominees**

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

### 2.11 Publicity

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

### 2.12 Voting

If the number of nominations exceeds the number of vacancies to be filled, the Election Office will conduct an election by secure online ballot using the first past the post voting method. 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 (reproduced verbatim and in alphabetical order); voting method – the nominee who receives the most votes will win the ballot; and the ballot closing date and time.

### 2.13 Counting of Votes

Each Fellow is entitled to cast one vote. The nominee 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 Fellow entitled to vote;
- the name of the Fellow on the outer envelope cannot be read;
- a Fellow 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 Fellow casting a vote are not clear.

### 2.14 Notification of Results

The Returning Officer will, as soon as practical after the results have been declared, advise the successful and unsuccessful nominees. The list of successful nominees for each Australian State or Territory/ Te Kāhui Oranga ō Nuku 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.

### 2.15 Casual Vacancies

If a casual vacancy arises for any position during the term of the committee, a call for nominations for that position will be made. If, following a second call for nominations for any casual vacancy position no nominations have been received, the Election Office will liaise with the relevant State, Territory and / or Kāhui Oranga ō Nuku Committee regarding the position.

Te Kāhui Oranga ō Nuku, State and /or Territory Committee must make a recommendation to the RANZCOG Board regarding the status of the position until the next election of committee members; the relevant committee may elect to canvass the relevant State/Territory/New Zealand for a suitable Fellow to fill this position or elect to keep the position vacant.

Any committee members appointed to fill a casual vacancy will hold office only until the next election of committee members during election year and will be eligible for re-election in accordance with the [Terms of Reference for State and Territory Committees](#) and [Terms of Reference for Te Kāhui Oranga ō Nuku](#) and this policy.

The period of time served on a committee filling this vacancy will not be counted as a period of office.

## 2.16 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 two years after the relevant activity has ended.

## 2.17 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; 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 Fellow any notice or ballot documentation; or
- any defect of a merely formal nature.

## 2.18 Appeals

Where a nominee 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 for State and Territory Committees
- Terms of Reference for Te Kāhui Oranga ō Nuku

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	July 2011	RANZCOG Board
v2	July 2013	RANZCOG Board
v3	May 2015	RANZCOG Board
v4	July 2017	RANZCOG Board
v5	May 2019	CEO
v6	June 2019	CEO
v7	December 2019	ELT
v8	August 2020	CEO
v9	April 2021	CEO
v10	May 2021	CEO
v11	November 2022	CEO; commencement time changed to avoid any overlap between elections of Committee
v12	May 2023	Revision to remove the requirement for Regional Fellows to register and change of eligibility criteria of proposers, seconders, and voters for Regional Fellow position.
v13	January 2024	Revised to reflect change in nomenclature.

Policy Version:	Version 13
Policy Owner:	RANZCOG Office of President and CEO
Policy Approved by:	RANZCOG CEO (Returning Officer)
Review of Policy:	As required or no later than May 2025