

Election of RANZCOG Board Policy and Procedure

Purpose and Scope

In accordance with the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) Constitution clause 10.2, this policy confirms the procedures and requirements involved in the election of members of the Board (with the exception of the positions of President, Associate (Procedural or Advanced Procedural) Board Director (or otherwise equivalent) and Independent Board Director) of RANZCOG. It details who is eligible to be elected as an Elected Director and Vice-President 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 9.1.1 (a) to (e) of the RANZCOG Constitution, and College staff who are responsible for managing the election process.

1. Policy

The objective of these Regulations is to ensure that the election of the RANZCOG Board, conducted by RANZCOG, is open, transparent, comprehensive, scrutinised, and is managed in accordance with the Constitution, Regulations, and policies.

2. Procedure

2.1. Eligibility

RANZCOG Board Members for the next term of office (next Council term) will be elected from eligible members of the current RANZCOG Council, being Councillors pursuant to subclause 9.1.1(a) of the RANZCOG Constitution, Board Vice-Presidents and Elected Directors.

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. Where a nominee is not financial, the nomination form will be deemed invalid and not be accepted. All proposers and seconders must be financial Fellows of the College at the time of supporting a nomination and must be a voting member of the current RANZCOG Council, pursuant to subclause 9.1.1(a) to (e) of the RANZCOG Constitution.

2.2. Timetable for elections

The election process shall begin in April and end in June of the Election Year.

2.3. Election Format

Elections shall be conducted by secure online election software.

2.4. 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.

2.5. Nomination Process

The Election Office will circulate the process for the RANZCOG Board elections for the next Council term to all members of the Council. The notification will advise relevant dates and requirements for the submission of nomination forms for the positions of Elected Directors and/or Vice-Presidents.

2.5.1. *Call for nominations*

The Election Office will issue a call for nominations in April of the Election Year. The call for nominations will indicate the closing date of nominations and the provisions for conducting the election.

2.5.2. *Incomplete nominations forms*

If any part of the Nomination Form is not completed, submitted properly, or the nominee is not financial 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.

2.5.3. *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 seven (7) days prior to the opening of an online ballot.

2.5.4. *Acknowledgement of nominations*

The Election Office will acknowledge all accepted nominations within two (2) business days of receipt.

2.5.5. *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 the reasons for the request. The withdrawal of a nomination following the nomination deadline will be at the discretion of the Returning Officer.

2.5.6. *Promotion of nominees*

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

2.5.7. *Publicity*

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

2.6. Voting

If the number of nominations exceeds the number of vacancies to be filled for each position, a ballot shall open no later than one week after the close of nominations.

The ballot will be conducted for a period of 7 days by secure online election software, and ballot information will be distributed to all Members of Council eligible to vote (subclause 9.1.1(a) to (e) inclusive of the RANZCOG Constitution).

The online ballot will state: the names and candidature statements of the nominees (reproduced verbatim); voting method – Voting will be by 'Preferential' method, the candidate who receives the most votes, after all preferences have been allocated, will win the ballot; and the ballot closing date and time.

2.6.1. Counting of votes

Each voting Member of Council pursuant to subclause 9.1.1(a) to (e) of the *RANZCOG Constitution*, with the exception of the Independent Board Director referred in 9.1.1 (b), will be entitled to submit one vote. The candidate who has received the largest number of votes, after all preferences have been allocated, will be declared elected.

2.7. Notification of results

Pursuant to clause 10.4 of the RANZCOG Constitution, the elected Board Members shall assume office at the conclusion of the Annual General Meeting in that Election Year.

The election of the RANZCOG Board Members will be published in the next available issue of Connect, O&G Magazine and on the College's website.

Pursuant to clause 7.1 of the RANZCOG Constitution, the results of the election of Elected Directors will be declared in the business of the Annual General Meeting of the Election Year.

2.8. Casual Vacancy

If a Casual Vacancy for any of the positions on the RANZCOG Board should arise, other than that of President, it will be filled by election from the remaining eligible members of Council. Any Board Member appointed by way of a Casual Vacancy position will 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.

3. Governance

3.1. Retention of records

Records pertaining to the election will be retained by the Returning Officer for a period of one (1) year from the date of the first Council meeting in the Election Year.

3.2. Invalidity

No election is to be invalid by reason of:

- Any formal error or defect in any declaration, other instruments, 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; or
- Any inadvertent failure to send to any eligible Fellow any notice or voting paper; or
- Any defect of a merely formal nature.

3.3. 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 Reconsideration Review and Appeal of Decisions Policy.

4. Related RANZCOG documents

- RANZCOG Constitution
- RANZCOG Code of Conduct
- RANZCOG Board Charter
- RANZCOG Reconsideration Review and Appeal of Decisions Policy

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	November 2022	New policy created extracted from relevant regulations
v2	January 2023	Removed requirement to announce results at Council Meeting to avoid delay in declaration of results
v3	March 2023	Revised voter eligibility
V4	January 2024	Policy revised to reflect change in nomenclature.

Policy Version:	Version 3
Policy Owner:	RANZCOG Office of the President and CEO
Policy Approved by:	RANZCOG Board
Review of Policy:	November 2024