

Election of RANZCOG President Policy and Procedure

Purpose and Scope

In accordance with the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG/College) Constitution clause 10.2, this policy confirms the procedures and requirements involved in the election of the President of RANZCOG. It details who is eligible to be elected as the RANZCOG President and outlines the process for conducting the RANZCOG Presidential election.

This policy applies to the RANZCOG Board Directors and Members of Council and College staff responsible for managing the election process.

1. Policy

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

2. Procedure

2.1. Eligibility

The President for the next term of office (next two-year Council term) shall be elected from eligible members of the current RANZCOG Board, being Vice-Presidents and Elected Directors. All nominees must be financial Fellows of the College at the time of a nomination being submitted. For election purposes, to be deemed a financial Fellow, the individual will have no outstanding monies owing to the College, including the annual subscription fee for the current membership period. Where a nominee is not financial, the Nomination Form will be deemed invalid and shall not be accepted.

All proposers and seconders must be financial Fellows of the College at the time of supporting a nomination and must be voting members of the current RANZCOG Council, pursuant to subclause 9.1.1(a) to (e) inclusive of the *RANZCOG Constitution*.

2.2. Timetable for elections

The election process will begin in January and end in March 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 election of the incoming President for the next Council term to RANZCOG Board Members and Members of Council. The notification will advise relevant dates and requirements for the submission of Nomination Forms via secure online election software.

2.5.1. *Call for nominations*

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

2.5.2. *Incomplete nominations forms*

Where the Nomination Form is not completed, submitted properly, or the nominee is not financial, the Nomination Form will be deemed invalid and will not be accepted. The Election Office will advise the nominee of any irregularities and will offer the nominee the chance to resubmit their completed Nomination Form within the designated timeframe.

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, no matter the reason. The closing date for nominations will be at least 30 days before the first Council meeting of the Election Year.

2.5.4. *Acknowledgement of nominations*

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

2.6. *Withdrawal of nominations*

Any nominee may withdraw their nomination at any time prior to the vote taking place. Withdrawal of nominations must be made in writing to the Elections Office.

2.6.1. *Promotion of nominees*

Nominees will be kept confidential until after the close of nominations.

2.6.2. *Publicity*

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

2.6.3. *Election of President if a ballot is not needed*

If the Election Office receives only one valid nomination, the Election Office will advise all Members of Council that a ballot will not be conducted. The nominee will be declared elected at the first Council meeting in the Election Year during the agenda item 'Election of President'.

2.7. Voting

If the Election Office receives more than one valid nomination, a ballot shall be conducted 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 who are 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);
 - the voting method – the candidate who receives the most votes will win the ballot;
 - and the ballot closing date and time.
- Each eligible Member of Council is entitled to cast one vote.
- In the event of a tie, the current President shall have a casting vote in addition to their vote as a Member of Council. This casting vote is to be known to the Returning Officer only.
- The candidate who has received the largest number of votes shall be declared elected.
- The Board Member elected shall assume the office of President at the conclusion of the Annual General Meeting in that Election Year and until that time shall be known as the President-Elect.

2.7.1. Counting of votes

The results will be reported by the Returning Officer at the first Council meeting of the Election Year under the agenda item 'Election of President'. The election of the President-Elect will be published in the next available issue of Connect, O&G Magazine and on the RANZCOG website. Results may also be published in other forms of media now known or later developed, including but not limited to Facebook and Twitter.

2.8. Notification of results

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

3. Governance

3.1 Retention of records

Records pertaining to the election shall be retained by the Returning Officer for a period of one 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 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 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
Version 1	November 2022	Creation of policy extracted from relevant regulation

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