Adopted 4 August 2026

A.C.T. Companion Dog Club Inc

RULES FOR THE CONDUCT OF ELECTIONS FOR COMMITTEE

Division and section numbers refer to the Club's Constitution (dated 15 March 2026 and formally accepted and approved by the ACT Government on 21 July 2026)

1. Eligibility

A candidate for a position of office bearer or committee member must be eligible for election under Section 10 and in accordance with Section 49(4) must not have been disqualified from election to the Committee; or have had disciplinary action taken against them under Division 1.3.2 in the previous two years.

2. Duration of Office and Chairing of Annual General Meeting

Section 51(2) states the term of office of a committee member. For the purposes of the Annual General Meeting, the meeting is chaired by the President, or in their absence the Senior Vice-president, or in their absence the Junior Vice-president. Their term of office ends at the end of the Annual General Meeting held after their term of office begins.

In the event that the President and any Vice-president are absent, a member is elected to chair the meeting by members at the meeting (see Section 67).

3. Nominations

(i) In accordance with Section 49(2) a candidate shall be proposed and seconded by two financial members of the Club on the prescribed form which will be freely available.

(ii) The candidate must sign the form to indicate consent to being nominated.

(iii) Any candidate wishing to provide a written statement for the information of members may submit a maximum of 500 words to the Secretary in conjunction with the completed nomination form. This statement should include the candidate's brief personal history with the Club and any other information the candidate considers relevant to the position(s) for which they are nominating.

(iv) Section 49(2) requires that the fully completed nomination form must be delivered to the Secretary at least seven days before the date of the Annual General Meeting. The closing date and time will be included on the prescribed form. The form and any accompanying statement shall be delivered to the Secretary via the Club's postal address or via electronic mail to the Club's general contact address.

(v) In accordance with Section 49(3) a member may nominate for more than one position. The nomination for each position shall be on a separate prescribed form, duly signed by the proposer, seconder and candidate and include a separate accompanying statement as per paragraph 3(iii) relevant to each position (if the candidate wishes to submit a statement).

(vi) The Secretary, on receipt of the nomination form, shall verify that the candidate, proposer and seconder are financial members of the Club, that the candidate is eligible under Section 49(4) and shall endorse the nomination form to that effect.

(vii) Incomplete nomination forms or forms from unfinancial candidates, proposers or seconders are invalid and candidates will be so advised by the Secretary as soon as possible after receipt. If the closing date for nominations has not occurred, the

candidate may remedy the nomination and resubmit it to the Secretary prior to the close of nominations.

(viii) As soon as possible after the close of nominations the Secretary will prepare a list of eligible candidates for each position (noting their proposer and seconder and the availability of any accompanying statement as per paragraph 3(iii)) and this list shall be prominently displayed in the Clubhouse. Other communication channels may also be used by the Secretary to circulate this information to members.

(ix) Members may contact the office during the Club's normal business hours, after the closing date for nominations, to have the list of candidates referred to in paragraph 3(viii) provided to them.

(x) All candidates have the right to appoint a scrutineer to observe the vote count. A scrutineer must be a financial member of the Club and may cast a vote in the ballot. The appointment of a scrutineer must be made by the candidate via electronic mail to the Club's general contact address no later than 24 hours prior to the Annual General Meeting. A scrutineer may represent more than one candidate, but a candidate must not appoint more than one scrutineer. Scrutineers cannot take an active part in the counting. A candidate cannot act as a scrutineer.

4. Returning Officer

(i) Prior to the last day for receipt of nominations, the Committee shall appoint a person (who need not be a Club member) to be Returning Officer. The Returning Officer cannot be a candidate for any position in the election and should be independent of the Club's management.

(ii) No candidate for a committee position shall be eligible to be a Returning Officer.

(iii) If eligible to vote, the Returning Officer should abstain from casting a vote in any ballot conducted at the Annual General Meeting.

(iv) As soon as possible after the close of nominations, the Secretary will give the nomination forms and any accompanying written statements to the Returning Officer.

(v) If there is more than one nominated candidate for any position, the Returning Officer, in the presence of the Secretary, will conduct a draw for the order in which the names are to appear on the ballot paper.

(vi) The ballot paper or papers shall not use any devices to indicate the committee status (or otherwise) of candidates for any position.

(vii) When the order of candidates has been finalised the Returning Officer and the Secretary will both sign the draft ballot paper or papers, attesting that this was the order drawn by lot.

(viii) It will be the Returning Officer's responsibility to prepare sufficient copies of the ballot paper or papers so that each eligible voting member attending the Annual General Meeting can receive a copy.

(ix) All copies of the ballot papers are to remain in the possession of the Returning Officer until they are validated and handed out at the Annual General Meeting.

(x) If the Returning Officer deems it necessary an assistant or assistants from among those present at the Annual General Meeting, but not candidates for election, can be called for.

(xi) At the Annual General Meeting the Returning Officer and/or their assistant(s) will hand to each person who is verified to be a financial member of the Club and over 16 years of age with voting rights (as per Section 10) a ballot paper which has been initialled or otherwise personally marked by the Returning Officer.

(xii) When the Chair calls for the ballot to elect the committee for the following year, the Returning Officer will conduct the election.

(xiii) In accordance with Section 50(3), if insufficient nominations are received for any given position(s), then the Returning Officer – on behalf of the Chair – will call for oral nominations (duly seconded and consented to by the nominee) from the floor. On behalf of the Chair, the Returning Officer shall verify that the candidate, proposer and seconder are financial members of the Club and eligible under Section 50(4)(b). In the event of there being more than one nomination from the floor for one position, voting will be by secret ballot.

(xiv) Prior to the conduct of the ballot the Returning Officer will:

a. Introduce each candidate to the meeting in the order in which their names appear on the ballot paper or papers (or if no ballot is required, in the following order: President, Senior Vice-president, Junior Vice-president, Secretary, Treasurer, and other committee members in alphabetical order by surname).
b. Allow financial members to ask questions of any candidates who are contesting positions.
c. Allow each candidate contesting a position to provide a brief closing statement if they wish.
d. This session will be managed by the Returning Officer to ensure no financial member or candidate unduly dominates the session and that the session runs smoothly.

(xv) Following the conduct of the election, the Chair will resume the meeting. If the incumbent performing the role of Chair is not re-elected, they none-the-less continue to chair the meeting until it is formally concluded (see Section 51).

5. Voting

(i) In accordance with Section 10, only financial members of the Club who are 16 years and over may vote.

(ii) Section 66 requires that all votes be given personally. No proxy voting is allowed.

(iii) If there are only sufficient candidates for each vacant position, and after allowing for the process set out in paragraph 4(xiv) above, the Returning Officer will declare the candidates duly elected and no ballot will be taken.

(iv) If required, ballots will be conducted in the following order: President, Senior Vice-president, Junior Vice-president, Secretary, Treasurer, Committee members.

(v) Appointed scrutineers may observe the vote count but not actively participate in the counting process.

(vi) In accordance with Section 49(3) a person who had been nominated for more than one position will fill the first position to which they are elected and shall not be eligible to be elected to subsequent positions. The name of the elected member shall be crossed out on subsequent ballot papers.

(vii) Voting for each of the office bearers shall be by majority ballot. Voters shall indicate their preference by tick or cross. Providing that the intention of the voter is clear a ballot paper should not be declared invalid.

(viii) Voting for the committee members shall be by majority ballot. Voters shall indicate their preference by tick or cross. Completed ballot papers will be valid even if all the squares are not completed.

(ix) If the vote is at all close, the Returning Officer should conduct at least one recount before the result is declared.

(x) In the event of a tied vote, another ballot shall be conducted for the tied candidates only. In the event of there being a tie after the second ballot, the tie will be broken by lot conducted by the Returning Officer in front of the meeting.

(xi) At the completion of counting of the ballots, the Returning Officer will declare the results of the election including the number of votes received by each candidate. The number of votes for each candidate will be recorded in the minutes of the Annual General Meeting.

(xii) The Returning Officer will destroy the ballot papers after the results of the election are declared and recorded.

Note: These Rules have been drafted with reference to the following sources:

- *Associations Incorporation Act 1991* (ACT)
- *Associations Incorporation Regulation 1991* (ACT)
- Elections ACT, *Sample election regulations* at https://www.elections.act.gov.au/elections_and_voting/elections_for_organisations/sample_electoral_regulations (accessed 7 August 2023)
- Elections ACT, *Principles for conducting elections* at https://www.elections.act.gov.au/elections_and_voting/elections_for_organisations/principles_for_conducting_elections (accessed 7 August 2023)
- Elections ACT, *Elections for organisations* at https://www.elections.act.gov.au/elections_and_voting/elections_for_organisations (accessed 7 August 2023)
- N E Renton, *Guide for meetings and organisations, Vol 1 Guide for Voluntary Associations*, Eighth Edition, 2005