ANZTS Election By-laws: Procedure for election of Elected Directors

1. Definitions

1.1. All terms used in this By-law have the same meaning as in the Constitution of ANZTS

2. COMPANY SECRETARY ROLE

2.1. The Company Secretary will be responsible for conducting the election of Directors which includes administering the online election, maintaining confidentiality, and certifying the final results.

3. TIMETABLE

3.1. The election procedure will follow the timetable below:

Task	Weeks before AGM
1. Call for nominations and the nomination form sent to Members	9
2. Return Nomination Forms to Secretary. Nominations closed.	7
3. Notify members of ballot open.	5
4. Close electronic poll.	3

4. CALL FOR NOMINATIONS

4.1. The Company Secretary will notify Members when nominations open by email and/or announcement on the Society's website. The notice will specify:

a) The number of Board vacancies.

b) Opening and closing dates for nominations

c) Instructions for completing and submitting the prescribed nomination form

d) Details of the desired geographic and Craft Group representation, capabilities and perspectives of Directors.

4.2. Eligibility:

a) Nominees must be current financial Members of the Society

b) All nominees must comply with Clauses 40 and 41.5 of the Constitution.

c) The Company Secretary will verify all nominations for compliance with the eligibility criteria.

4.3. Nomination submission:

a) Nominations must be submitted by email directly to the Company Secretary using the prescribed electronic form.

b) Members may self-nominate.

c) Each nominee must provide:

(i) Full name, address, and contact details.

(ii) Country and State/Territory of residence.

(iii) Confirmation of Rural and Remote Area status (if applicable).

(iv) Declaration of Craft Group affiliation.

(v) A brief candidate statement (up to 200 words) describing their background, skills, and reasons for seeking election. The candidate statement should be appropriate to the role of Director and must be ethical, be able to be substantiated, and not defamatory, and shall be approved and may be edited at the discretion of the Company Secretary.

d) The nomination form must include a declaration that all information provided is true and accurate.

e) The Company Secretary will acknowledge receipt by email.

f) Incomplete or late submissions will not be accepted.

g) The Board will, if necessary, determine final nomination eligibility in accordance with Clause 38.2 of the Constitution.

h) The list of eligible nominees and their statements will be published to Members.

i) The membership mailing list will not be made available to candidates.

5. THE BALLOT

5.1. If nominations are equal to or less than the number of vacancies to be filled;

5.2. The candidates are taken to be elected so long as Clause 38.2 is complied with.

5.3. Any vacant position(s) remaining are taken to be casual vacancies.

5.4. If the number of nominations exceed the vacancies then a ballot is to be held.

5.5. Any ballot for the election of director(s) is to be conducted in accordance with Clause 41.6.

5.6. If there are more eligible nominees than there are vacant positions to be filled, then a ballot will be conducted. The election will be held by electronic ballot using an online voting platform approved by the Board. The voting platform must ensure that each Member can only vote once and ballots remain anonymous (optional).

6. COUNTING OF VOTES

6.1. In accordance with clause 41.8 of the Constitution, each eligible Member (in accordance with Clause 11 of the Constitution) may vote for candidates up to the number of vacancies to be filled.

6.2. Voting will be counted using first-past-the-post system.

6.3. Candidates receiving the highest number of valid votes will be declared elected, subject to compliance with Clause 11.1 composition requirements.

6.4. If required to comply with Clause 11.1, adjustments will be made in the following priority order:

a) Maintain required Australian and New Zealand resident representation.

b) Maintain required Regional Area representation.

c) Enforce limits on maximum representation from any one State, Territory, or Special Interest Group.

6.5. In the case of a tie that affects the final composition, the Company Secretary will determine the outcome by lot.

6.6. In the event of a tie which results in an inability to determine the candidate who has won the last remaining position, the Board Administrator shall draw by lot the winning candidate from the candidates with equal votes.

6.7. All electronic voting data will be stored for two months after the declaration of the ballot at the AGM.

7. NOTIFICATION OF BALLOT RESULTS

7.1. Immediately after the conclusion of the ballot the Company Secretary will notify the Board and the candidates of the ballot results.

8. DECLARATION OF BALLOT AT ANNUAL GENERAL MEETING

8.1. Results will be given to the chairperson of the AGM for presentation to members at the AGM with the candidates who have received the highest numbers of valid votes will be declared Elected Directors.

9. WITHDRAWAL OF CANDIDATES

9.1. Candidates may withdraw their nomination at any time after the closing of the nomination period.

9.2. During the election period, if a candidate withdraws or becomes ineligible to be a Director, their candidacy is voided and, if occurring after the time that members are notified that the ballot is open, the Company Secretary must disregard the votes for that candidate.

10. DIRECTOR IDENTIFICATION NUMBERS

10.1. Candidates are encouraged to apply for a Director Identification Number (DIN) at the time of nomination to ensure they are compliant with the *Corporations Act 2001* (Cth), should they be elected.

10.2. Directors must have a DIN before they are elected or appointed as a Director. It is a personal criminal offence if they do not apply on time.