

Australian Council of Social Service

POLICY DOCUMENT

Last updated 21 August 2019

Policy and procedures for the election and appointment of Board members

ACOSS Rule 15

Rule 15 provides for the election and appointment of ACOSS Board Members.

Rule 15.1(b) specifies that the three COSS member Board positions are filled by election by COSS members “whereby each COSS member may vote (by way of ballot) for as many candidates as there are vacant positions and the three nominees with the most votes by COSS members will be elected”.

Rule 15.2(b) specifies that the three NOM Board positions are filled by election by NOM members” whereby the three nominees elected will be on the basis of a proportional election process”.

Rule 15.3 provides for the Board to appoint three Board members to “ensure that (to the extent possible) an adequate range of relevant qualifications and experience is represented on the Board”.

Rule 15.5 allocates to the Board the responsibility for determining election procedures and processes, and for making this policy document available to members.

Background

As discussed above, the ACOSS Board (the Board) is responsible for establishing and maintaining the policy and procedures for the conduct of elections for the Board.

These procedures are kept under review in order to remain in touch with contemporary practices, and to ensure maximum accountability the policy document is available to members at all times, including through the ACOSS website.

The Board will appoint a Returning Officer on or around its first meeting of each calendar year.

The Returning Officer’s role is to supervise the conduct of elections required under the ACOSS Rules, provide advice to the Board on any changes needed to policy

and procedures, and to furnish a report to the Annual General Meeting of ACOSS on any elections that have been carried out during the report period.

Elections for ACOSS Board members will be conducted by a postal ballot in accordance with these procedures.

Nomination to be Board member

The Board must cause a notice seeking nominations of candidates for COSS Board Members and National Organisation Board Members (as required in accordance with the expiry of the terms of Board members) to be distributed to the members at least 42 days before the general meeting or annual general meeting at which a Board member is required to be elected.

A **COSS Member** may by written notice to the Returning Officer, within the timeframe set out in the Board's notice as above, nominate an individual for election as a COSS Board Member.

A **National Organisation Member** may by written notice to the Returning Officer, within the timeframe set out in the Board's notice as above, nominate an individual for election as a National Organisation Board Member.

Nominations for election to the Board must be made in accordance with the requirements set out on the nomination form authorised by the Returning Officer and published on the ACOSS website.

Insufficient nominations received

If insufficient nominations are received to fill the COSS Board Member or National Organisation Board Member positions, or the same number of candidates as Board member positions are nominated for that category of Board members, the candidates that have been nominated in each category of Board membership are taken to be elected.

Where insufficient nominations have been received, the positions will be treated as vacancies of the Board.

If more candidates are nominated for COSS Board Member or National Organisation Board Member than there are COSS Board Member or National Organisation Board Member positions (respectively), the Board will provide instructions to the Returning Officer for the conduct of a postal ballot for the COSS Board Member or National Organisation Board Member positions (respectively).

Conduct of Ballot

Any ballot required will be conducted in accordance with ACOSS rule 15.1 or 15.2 (respectively) and in accordance with this Policy and its procedures.

In conducting a ballot, the Returning Officer must ensure fairness of process and, where possible, maintain secrecy of the ballot.

Where a ballot results in a tie between two or three nominees, the ballot is to be determined by lot, conducted by the Returning Officer in the presence of an appropriate witness.

Where there is a tie between nominees, the Returning Officer may declare a nominee elected if that appointment promotes gender balance in the relevant category of Board membership (ie COSS Board member or NOM Board member).

The Returning Officer must certify the results of the ballot to the President, and must include in the certification the manner in which any tie was resolved.

The composition of the ACOSS Board

Three members of the Board will each be a nominee of a **COSS Member** organisation and will be elected by the COSS Members, whereby each COSS Member may vote (by way of a postal ballot) for as many candidates as there are vacant positions and the three nominees with the most votes by COSS Members will be elected. (Rule 15.1)

Three members of the Board will be each be a nominee of a **National Organisation Member**, provided that one of these Board members must be a nominee of a National Constituency Organisation Member; and elected by the National Organisation Members, whereby the three nominees elected will be determined on the basis of a proportional election process. (Rule 15.2)

Appointment of remaining Board members

Following the election process above, at the first Board meeting following the Annual General Meeting, three members of the Board will be appointed by resolution of the Board (Rule 15.3(a)).

In appointing the three remaining Board members, the Board must seek to appoint Board members who will ensure that (to the extent possible) an adequate range of relevant qualifications and experience is represented on the Board. (Rule 15.3(b))

Terms of Board members

As detailed in Rule 14.3, the term of office of Board members is three years, with a limit of three consecutive terms of office for any individual elected.