

# **Constitution of**

## **Palliative Care Nurses New Zealand Society Incorporated**

*Tauārai o te pō, tītoki o te ao mārama*



**6<sup>th</sup> November 2014**

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## **1. NAME**

- 1.1 The name of the society is Palliative Care Nurses of New Zealand thereafter called 'the Society'.

## **2. INTERPRETATION**

- 2.1 Subject to section 25 of this constitution, the following words and expressions in this constitution shall be the several meanings given them herein unless such meanings are excluded by, or repugnant to, the context or subject matter, that is to say;
- 2.1.1 The "Committee" means the Committee of the Society provided for in this constitution;
- 2.1.2 "Registered Nurse" means any person who is registered as a nurse in New Zealand under the Health Practitioners Competence Assurance Act 2003, or any subsequent and successive amendment to that Act;
- 2.1.3 "Nurse Assistant" means any person who is enrolled as a nurse in New Zealand under the Health Practitioners Competence Assurance Act 2003, or any subsequent and successive amendment to that Act;
- 2.1.4 "Nurse Practitioner" means a nurse who has been endorsed as a Nurse Practitioner by the Nursing Council of New Zealand
- 2.1.5 "Society" means Palliative Care Nurses of New Zealand Society Incorporated.
- 2.1.6 "Meeting" means either a face to face meeting or a teleconference;
- 2.2 Notwithstanding this section of this constitution, nothing in this constitution shall be interpreted so as to;
- 2.2.1 Contravene the Incorporated Societies Act 1908, or any subsequent and successive amendment to that Act;
- 2.2.2 Permit the Society to be aligned with any political party or to make gifts to any political party.
- 2.3 In any dispute about interpretation of this constitution, the Committee has the power to make a final decision.

## **3. OBJECTIVES**

- 3.1 The objectives for which the Association/Society is incorporated are to:
- 3.1.1 Represent professional interests of nurses (see definition below) providing palliative care across all clinical settings taking into account the fundamental place of the Treaty of Waitangi and the principles of the partnership, protection and participation.
- 3.1.2 Identify and validate specialist nursing in palliative care.
- 3.1.3 Support and validate a palliative approach as an integral part of all nursing practice.

- 3.1.4 Promote the collaboration between nurses working in specialist palliative care and those working in other settings to achieve an integrated approach to palliative care provision
- 3.1.5 Promote and contribute to the recognition of the professional status of palliative nursing locally, nationally and internationally.
- 3.1.6 Support the advancement of palliative nursing knowledge through the promotion of education, research and the continual development of clinical practice.
- 3.1.7 Contribute to the development of an interdisciplinary model of palliative care provision by strengthening partnerships with professional and community groups.

## **4. POWERS OF THE COMMITTEE**

- 4.1 The powers of the Committee are to:
  - 4.1.1 Provide whether by purchase, lease or other means such premises and equipment, materials and services which may be required for the meeting and generally carrying into effect the objects of the Society;
  - 4.1.2 Employ and dismiss servants and agents;
  - 4.1.3 Raise or borrow money in such manner as is approved by the Committee;
  - 4.1.4 Sell, improve, maintain, manage, exchange, lease, mortgage, dispose of, and turn to, account or otherwise deal with any or all of the property, assets and rights of the branch;
  - 4.1.5 Invest and deal with monies not immediately required upon such securities or otherwise, in such manner as from time to time may be determined by the Committee;
  - 4.1.6 Do any act or thing which may appear to the Committee to be incidental or conducive towards carrying into effect or attainment of the objects of the Society.
- 4.2 The constitution applies only to matters arising in New Zealand.

## **5. MEMBERSHIP**

- 5.1 Membership categories
  - 1. Full Member  
Individual persons who are registered nurses (*NP, RN, EN and Student Nurses in a Nursing Undergraduate programme*) or international nurses with a professionally recognized qualification who demonstrate a commitment to clinical practice, research, education or administration in palliative nursing. The requirements of full membership shall be laid down from time to time by the Society as the Society sees fit.
- 5.2 All membership applications shall be approved by the Committee. In all such cases approval for membership shall not unreasonably be denied, but shall only last as long as the member is financially current.

## **6. TERMINATION OF MEMBERSHIP**

- 6.1 Membership shall be deemed to have been terminated in the following circumstances:
- 6.1.1 If the members dies;
  - 6.1.2 If, having paid all subscriptions, the members resign in writing;
  - 6.1.3 If the member fails to pay any subscription within three months of the payment becoming due.
- 6.2 The following shall be regarded as prima facie circumstances meriting expulsion or censure, provided always that such member is given opportunity to be heard by the Committee before any decision is made:
- 6.2.1 The member acts in a manner prejudicial to the good reputation of the Society;
  - 6.2.2 The member is subject to disciplinary action from the Nursing Council of New Zealand;
  - 6.2.3 The member is convicted of any crime which is punishable by imprisonment.

## **7. SUBSCRIPTIONS**

- 7.1 All categories of membership shall pay such subscriptions as shall be determined by the treasurer in consultation with the Committee and/or approved by a general meeting.

## **8. GENERAL MEETINGS**

- 8.1 The annual general meeting of the Society shall be held on such day as the Society determines within six (6) months of the end of the financial year.
- 8.2 The annual general meeting shall:
- 8.3.1 Confirm the minutes of the previous annual general meeting;
  - 8.3.2 Consider the annual reports and financial statements, and approve a budget for the next financial year;
  - 8.3.3 Elect the officers and Committee of the Society as provided for in this constitution;
  - 8.3.4 Appoint an auditor
  - 8.3.5 Transact such other business as may be duly submitted to the meeting.
- 8.3 The Committee may at any time convene any other general meeting, and shall do so within three months of the written requisition of at least 20 percent (20%) of current membership. Such written request, to be valid, must state in clear and unambiguous terms the business to be discussed at such a meeting.
- 8.4 Every general meeting shall be called by written notice, posted or emailed at least three (3) weeks before the date of the meeting. All members who intend to be present are obliged to notify the secretary two (2) weeks prior to the meeting date.

- 8.5 Within three (3) weeks prior to the date of the meeting, the secretary shall cause notices of all business to be conducted at that meeting to be sent to all members as stipulated under section 28 of this constitution, this shall include copies of reports, financial statements and rule changes which are to be considered at the meeting. Alternatively, copies of reports and documents can be made available on the Society website.
- 8.6 At any general meeting, 20 percent (20%) of the membership or 20 eligible voting members (whichever is the lesser) shall form a quorum.
- 8.7 If at least 20 percent (20%) of the membership or 20 eligible voting members (whichever is the lesser) have not indicated they will be attending the meeting at least two (2) weeks before the date of the meeting, then the meeting shall be postponed and a new date (as decided by the Committee) shall be notified in writing or by email to the membership.
- 8.8 At any general meeting the chairperson shall chair the meeting. If the chairperson is unwilling or unable to chair the meeting, then the Committee shall elect one of their number to act as chair.
- 8.9 The chairman of the meeting, with the consent of the members present at the meeting, may adjourn the meeting from time to time and place to place to enable any unfinished business to be concluded.

## **9. VOTING**

- 9.1 Only financial ordinary members shall be entitled to vote on any question put before a meeting at which they are present.
- 9.2 The chairman (or the vice-chairman in the absence of the chairman) may direct that a postal/electronic ballot be taken on any matter, including the election of officers, before the meeting. In making such a direction the chairman (or vice-chairman) shall state their reasons for making that decision. The outcome of the postal ballot shall be ratified by the next subsequent general meeting.
- 9.3 With the exception of the election of officers and Committee, all questions put to a general meeting shall be decided by a simple majority of those present and entitled to vote. In the case of equality of votes, the chairman shall have a second (casting) vote.
- 9.4 The election of officers and Committee shall be conducted in accordance with the electoral regulations, which are appended to, and form part of, this constitution.
- 9.5 Notwithstanding anything in this section of the constitution, if anything in this constitution indicates that the election or appointment process of any officer or Committee member shall be conducted differently to the process outlined in the electoral regulations, then the process outlined in this constitution shall over-ride the electoral regulations.

- 9.6 Except in the case of elections, voting at any meeting shall be by voices or show of hands, but should any ten (10) members or the chairman so demand; a secret ballot shall take place.
- 9.7 If a secret ballot is required, where possible impartial scrutineers shall be appointed by the meeting. If this is not possible, the meeting shall elect at least two, but no more than five scrutineers from its membership.

## **10. OFFICE HOLDERS AND COMMITTEE**

- 10.1 The office holders shall be:
- 10.1.1 Chairman;
  - 10.1.2 Vice Chairman;
  - 10.1.3 An appropriate Kai Whakahaere (to be co-opted to fill Association/Society requirements as/when necessary);
  - 10.1.4 Secretary;
  - 10.1.5 Treasurer;
  - 10.1.6 Registrar
- 10.2 The Committee shall have the power to co-opt people to meet the business requirements of the meeting if the voting does not return sufficient Committee members to fulfill these requirements.
- 10.4 Notwithstanding anything in this clause, some Committee members may be co-opted to fill casual vacancies during the term of office, or for some other reasons the Committee may decide.
- 10.5 All members are elected in accordance with the electoral regulations which are appended to, and form part of, this constitution.
- 10.6 The Kai Whakahaere shall be selected by the Society.
- 10.7 Should no secretary be elected as per clause 8.3.3 of this constitution, the Committee shall have the power to appoint or employ a person, under any terms it feels necessary, to undertake any or all of the responsibilities of secretary. This person may be a financial member of the Society.

## **11. TERM OF OFFICE**

- 11.1 Unless otherwise stated the term of office for executive and Committee shall be for two years, with a right of re-election for a subsequent term of two years in that same position. This does not preclude a member for standing for another position at the expiry of the second two-year period.
- 11.2 With the initial term of office 2 members will stand for 3 (three) years consecutively, 2 members will stand for 2(two) years consecutively and 2 members for 1 (one) year to ensure that continuity of committee is met for the initial period.

## **12. CHAIRMAN**

- 12.1 The chairman shall:
- 12.1.1 Preside over meetings in accordance with clause 8.9 of this constitution;
  - 12.1.2 Co-ordinate the work of the Committee and ensure that consultation takes place with the Kai Whakahaere before any major or significant decisions are made;
  - 12.1.3 Have overall responsibility for promoting the objects of the Society;
  - 12.1.4 Act as the principal spokesperson, and shall be responsible for all media contact, unless otherwise delegated;
  - 12.1.5 be able to delegate any or all of their authority to the vice-chairman, or any other Committee member as they see fit.

## **13. VICE-CHAIRMAN**

- 13.1. The vice-chairman shall assist the chairman, and act in the role of chairman in the event of the unwillingness, absence or unavailability of the chairman.

## **14. KAI WHAKAHAERE**

- 14.1 The Kai Whakahaere shall:
- 14.1.1 Be a current financial member of the Association/Society;
  - 14.1.2 Consult with and represent the views of Maori membership of the Society;
  - 14.1.3 Provide advice and make recommendations to the Society in matters that may effect Maori, nursing practice and Association/Society policy;
  - 14.1.3 Act as the consultant and spokesperson to the Society on Maori issues;
  - 14.1.4 Do such other things and acts in keeping with their role and the objects of the Society.

## **15. SECRETARY**

- 15.1 The secretary shall:
- 15.1.1 Notify the membership of all meetings they are entitled to attend;
  - 15.1.2 Keep an accurate record of all meetings, and the business transacted thereat;
  - 15.1.3 Act as returning officer at all elections;
  - 15.1.4 Do such other things and acts in keeping with the role of secretary which the Committee may from time to time require.

## **16. TREASURER**

- 16.1 The treasurer shall:
- 16.1.1 Bank all monies received;
  - 16.1.2 Disburse the branch monies as authorised;
  - 16.1.3 Keep accurate financial records (in conjunction with the accountant, if any) and prepare the necessary financial accounts and statements including the financial report and budget for the annual general meeting;



16.1.4 Assist the auditor including supplying relevant records and information;

16.1.5 Do other such acts in keeping with the role of treasurer as the Committee may from time to time require.

## **17. REGISTRAR**

17.1 The registrar shall be appointed by the Society Committee to:

17.1.1 Maintain an up-to-date list of members;

17.1.2 Write to each new member providing them with current information and welcoming them to the Society, and co-ordinate new member recruitment campaigns.

## **18. POWERS OF THE COMMITTEE**

18.1 The Committee may exercise all such powers of the Society as are stated in this constitution except those reserved for members in general meeting. The Committee is specifically empowered to:

18.1.1 Adopt such measures as may from time to time seem proper to facilitate the aims and objects of the Society;

18.1.2 Authorise expenditure and payment of accounts properly incurred by the Society or its membership;

18.1.3 Create and dissolve such sub-Committees as deemed necessary and co-opt members to such sub-Committees;

18.1.4 Settle and resolve claims and demands made on the Society;

18.1.5 Fill any casual vacancies on the Committee during its year of office;

18.1.6 Create and dissolve sub-Committees and to co-opt members onto such sub-Committees.

## **19. COMMITTEE MEETINGS**

19.1 The Committee shall meet at such times and places as determined by the chairman and/or chairman. At such meetings the Committee shall operate under the standard rules of debate and meeting procedure, unless the Committee unanimously resolves to suspend such rules.

19.2 The secretary shall call a Committee meeting within seven (7) days of being so requested by the chairman or three (3) other Committee members. Such request shall be in writing. Such written request, to be valid, must state in clear and unambiguous terms the business to be discussed at the meeting.

19.3 Every Committee meeting shall be called by written notice posted or emailed at least two (2) weeks before the date of the meeting. All members who intend to be present at the meeting are obliged to notify the secretary by one (1) week prior to the meeting date.

19.4 At any Committee meeting, four (4) Committee members shall form a quorum.

19.5 If at least four (4) members have not indicated they will be attending the meeting at least one (1) week before the date of the meeting, then the

meeting shall be postponed and a new date (as decided by the chairman) shall be notified in writing.

- 19.6 At any Committee meeting the chairman shall chair the meeting. If the chairman is unwilling or unable to chair the meeting, then the Committee shall elect one of their number to act as chair.
- 19.7 The chairman of the meeting, with the consent of the members present, may adjourn the meeting from time to time and place to place to enable any unfinished business to be concluded.

## **20. FINANCE**

- 20.1 The Society financial year (effective from 1st April 2004) shall be from 1 July to 30 June the following year.
- 20.2 All subscriptions and other amounts received by the Society shall be paid forthwith into its bank account.
- 20.3 The Committee may from time to time authorise separate bank accounts to be kept for special purposes.
- 20.4 All funds of the Society shall be under the control of the Committee whose authority shall be required for all payments exceeding one hundred dollars (\$100.00).
- 20.5 The Committee shall have the power to authorise in advance the payment of accounts which are known, but have not been presented for payment.
- 20.6 The treasurer shall make known to the Committee any regular and routine payments which once approved in principle, shall be deemed to be authorisation for payment.
- 20.7 Payment shall be by cheque/internet transaction drawn from the branch account and signed/authorised by the appropriate number of delegated signatories.
- 20.8 The Committee shall appoint from time to time such signatories as it thinks expedient.
- 20.9 The Society may from time to time borrow all such money and on such terms as the Committee thinks necessary or expedient for the attainment of its objects and to that end may mortgage, charge, pledge, or otherwise encumber any of its property as security for any borrowing subject to the approval of a general meeting.
- 20.10 The income and property of the Society wheresoever derived shall be applied solely towards the achievement of the objects of the Society and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever, by way of profit to individuals who are part of the membership of the Society providing that nothing herein shall prevent payment in good faith of remuneration to any office holder or other servant of the branch duly authorised by the Committee in

return for services rendered to the Society or reasonable and proper rent for premises let by the Society.

- 20.11 No member of the organisation or any person associated with a member shall provide or materially influence any decision made by the organisation in respect of payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever.
- 20.12 The provisions and effect of clauses 20.10 and 20.11 above shall not be removed from this document and shall be included and implied into any document replacing this document.

## **21. FINANCIAL REVIEW / AUDIT**

- 21.1 There shall be a financial reviewer or auditor (who shall not be part of the membership of the Society) elected annually at the annual general meeting.
- 21.2 Notwithstanding the above clause, if the annual general meeting is unable to elect a financial reviewer or auditor then the Committee shall appoint one during the financial year.
- 21.3 The reviewer or auditor shall audit the accounts in accordance with normal practices for similar incorporated societies, and shall be paid such a fee as may be fixed at the annual general meeting.
- 21.4 Notwithstanding the above clause, if no fee is fixed at the annual general meeting then the fee shall be approved by the Committee during the financial year.
- 21.5 The reviewer or auditor is empowered to call for the production of any and all books, papers, computer software, data and other information relating to the financial affairs of the Society, and shall have the full cooperation of all the office holders and other servants or agents.

## **22. BRANCHES**

- 22.1 Any existing group of palliative care nurses in Aotearoa / New Zealand having similar objects to those of the Society, and desiring to change its name to that of a branch shall notify in writing to the Society its application for branch status.
- 22.2 Nothing in the above clause 26.1 shall prevent the establishment of a new branch or student branch under the guidance of the Committee.
- 22.3 The Committee may at its absolute discretion approve the application subject to the following conditions:
- 22.3.1 All the members of the proposed branch are already part of the membership of the Society;
  - 22.3.2 The branch has a minimum of 10 members;
  - 22.3.3 The branch has a duly elected convener/chairperson, secretary and treasurer at an annual general meeting attended by at least 10 members;

22.3.4 The branch must abide by the constitution and regulations of the Society;

22.4 No public statements will be made by the branch without the prior knowledge and approval of the Society Committee.

22.5 All branches shall supply to the Society Committee via the secretary:  
22.5.1 An annual activity report which includes current and planned activities and include all funding and sponsorship contacts which are planned;  
22.5.2 End of year financial statements;  
22.5.3 A list of officers and Committee, and what portfolios [if any] they hold.

22.7 Any major projects planned to be undertaken by the branch (under the name of the Society) will have prior approval by the Committee. The branch may then communicate with other agencies using the Association/Society letterhead regarding the approved project.

22.8 The Society secretary will provide branches with Committee minutes and relevant correspondence.

## **23. INDEMNITY**

23.1 In respect of the affairs of the branch, no office holder or other Committee member of the Society shall be liable for the acts, receipts, neglects, or defaults of any other office holder or Committee member (or any other part of the Society membership), or for any loss occasioned by any error of judgment or oversight on their part, or for any loss or damage whatsoever, which may happen in relation to the execution of their duties.

23.2 Notwithstanding the above clause 23.1, nothing shall prevent the from obtaining an insurance policy covering the membership in cases of negligence or misconduct which may arise due to the work performance or professional conduct of that individual nurse.

## **24. NOTICES**

24.1 It shall be the responsibility of individual members to notify the secretary in writing of any change in address.

24.2 Notices shall be sent to the last notified postal or email address of the current and financial membership, which shall be recorded in the membership database, and shall be deemed to be delivered within forty-eight (48) hours of posting.

## **25. ALTERATIONS TO THE CONSTITUTION**

25.1 These rules may only be altered, added to, or rescinded by resolution of the members present and entitled to vote at a general meeting, and due

notice of the proposed changes has been given to the secretary under this section of the constitution.

- 25.2 All proposed changes to these rules shall be notified to members by the secretary at least three (3) weeks prior to a general meeting at which the changes will be voted upon.
- 25.3 No addition to or alteration or rescission of the rules shall be approved if it affects the non-profit aims, the personal benefits clauses or the winding up clauses unless such changes have been approved by the Inland Revenue Department of New Zealand.
- 25.4 Notice of any proposed alteration, addition or deletion shall be in writing and signed by a proposer and seconder, along with a written explanation of why the change is sought.
- 25.5 All proposed changes must be in the hands of the secretary at least six (6) weeks prior to any notified general meeting.
- 25.6 Notices of all proposed changes shall be sent out to all members in accordance with section 8 and section 28 of this constitution.

## **26. RECORDS**

- 26.1 All records of the Association/Society shall be the property of the Society and not the Committee member responsible for their keep. All manipulation of records with members' personal details shall adhere to the Privacy Act 1993.
- 26.2 All records of the Society shall be open for inspection at any time and place of meeting of the Society by any of the membership, or upon written request to the Committee for their production.
- 26.3 Such person or body requiring access to the Society records shall be required to access the records at such a time and place that is suitable to both the Committee and the person or body requesting access to the records.

## **27. OTHER MATTERS**

- 27.1 Should any matter arise which is not provided for in this constitution, it shall be determined by the Committee in the manner thought by the Committee to be the most conducive to the attainment of the Society and/or branch objects, and the determination of the Committee shall be final.
- 27.2 A substantial compliance as to form, number, amount or any other matter relating to this constitution shall be accepted as if no alteration had occurred.

## **28. WINDING UP**

- 28.1 The Society may be voluntarily wound-up by resolution in accordance with section 24 of the Incorporated Societies Act 1908 (or such subsequent and successive amendment to that Act).
- 28.2 Upon winding up, any surplus property or assets whatsoever shall be transferred to another Aotearoa (New Zealand) nursing body with similar objects as the Society, failing that to any Aotearoa (New Zealand) nursing body which may be an industrial union.

## **29. STANDING ORDERS**

- 29.1 Any member of the Society is entitled, at their own expense, to attend and speak at Society Committee meetings upon submission of their item on the meeting agenda – but may not move or second motions, or vote.
- 29.2 Voting at Society Committee meetings shall be done only by those people who have been elected or appointed at the AGM of the Society, or by those people who have been elected by the Committee to fill casual vacancies. This shall not include those members who are co-opted onto the Committee by the Committee.
- 29.3. All voting and other matters shall be conducted in accordance with the constitution which is in force from time to time.
- 29.4 Should any matter be discussed which is of a sensitive nature, and the chairperson feels that discussion should be restricted to elected Committee only, the chairperson shall have the right to ask all non-elected members and other visitors to leave. Any person who is not a Committee member may be entitled to remain in the meeting by unanimous resolution of the Committee members present and entitled to vote.
- 29.5 If any matter under discussion concerns an individual directly then the chairman or chairperson may, after giving the individual a chance to speak to the matter under discussion, direct that person to leave the meeting temporarily in order to facilitate free debate and discussion.

## **30. ELECTORAL REGULATIONS**

- 30.1 All elections for officers and Committee are to be undertaken in accordance with these regulations.
- 30.2 The current secretary shall act as returning officer for all elections, unless there is a conflict of interest, in which case the secretary shall notify the chairman in writing, and the chairman shall appoint an interim returning officer for the duration of the election.
- 30.3 The election of officers and Committee shall take place during the annual general meeting, unless a postal ballot has been called for by the chairman under clause 9.2 of the constitution.

- 30.4 At least twelve (12) weeks prior to the date of the annual general meeting or election, the returning officer shall notify the current membership of the vacancies and call for nominations.
- 30.5 All nominations shall be in writing on the prescribed form, which shall be distributed to all current members at the same time as the notification of vacancies. Such a form shall ask for such details as are necessary to give a clear indication of the person, which position they are standing for, and other matters which the returning officer considers will assist the electoral process.
- 30.6 All nominations must be in the hands of the returning officer at least six (6) weeks before the first day of the annual general meeting or, in the case of a postal ballot, before the date set for the election.
- 30.7 All candidates shall provide a written biographical statement, and statement of intent indicating why they are seeking election, and what their aims and objectives will be if they are elected.
- 30.8 At least three (3) weeks before that date of the election, the returning officer shall cause ballot slips to be produced, and along with the candidate details shall be sent out to all current members. Where an election is being held at a meeting, members attending that meeting may vote at that meeting. Members not able to attend that meeting may cast a postal ballot on the ballot slip provided.
- 30.9 For any or all positions, if there is only one candidate for that position, then no ballot or election shall be required and the candidate shall be declared duly elected.
- 30.10 If there are no candidates for any vacant position, then nominations shall be called for from the floor of the election meeting or general meeting; in the case of a postal ballot, or if no nominees are forthcoming, then the Committee shall determine the best way to fill the vacancy.
- 30.11 Those members who are not able to attend the election shall be able to send in their ballot slip to the returning office, which shall arrive in the hands of the returning officer no later than 4PM on the day one (1) week before the date set for the election.
- 30.12 In the case of a postal ballot, all members shall be able to cast a postal ballot.
- 30.11 The returning officer shall cause secure ballot boxes two hours prior to the annual general meeting.
- 30.13 The ballot boxes shall be closed off after the candidates' addresses, and at least one hour before the commencement of the AGM.
- 30.14 In the case of there being no annual general meeting, the ballot boxes shall be available at a designated place allowing sufficient time for votes to be cast.

- 30.14 In the case of postal ballot, the returning officer shall collect all the votes, and place them unopened into one ballot box.
- 30.15 All candidates who are present at the annual general meeting or election meeting shall be given the opportunity, as early as possible in the proceedings, to address the members and answer any questions.
- 30.16 The chairman shall appoint an impartial person to act as chairperson for this session.
- 30.17 In the case of a postal ballot, no candidate speeches will be required.
- 30.18 The returning officer shall, before the commencement of the AGM or election meeting, appoint no less than two and no more than five people who are impartial and shall act as scrutineers for the electoral process.
- 30.19 In the case of a postal ballot, the returning officer shall appoint scrutineers who meet the prescribed criteria, but who live in the vicinity.
- 30.20 The scrutineers shall be made known to the members at a time practicable to the returning officer and before the counting of votes has commenced.
- 30.21 Counting of the votes shall be undertaken by the scrutineers, and supervised by the returning officer.
- 30.22 Counting of the votes shall be undertaken as soon as practicable after the close off of the ballot boxes.
- 30.23 At least two scrutineers shall be present before the ballot boxes are opened and votes are counted.
- 30.24 The final result of the election shall be made known to the returning officer (by the scrutineers), who shall inform the chairperson of the AGM.
- 30.25 At some time practicable during the AGM, the chairperson shall make known to the AGM the results of the election.
- 30.26 In the case of a postal ballot, the results shall be made known to all members by the returning officer as soon as practicable, but in no case later than twenty four (24) hours after the completion of the counting of votes.
- 30.27 Upon the request of any candidate, a motion for a recount of the votes shall be put to the AGM or election meeting. If the motion is successful, a recount shall take place by the scrutineers and supervised by the returning officer and the appellant. The result of any recount shall be final. The returning officer shall notify the chairman of the result of the recount.
- 30.28 In the case of a postal ballot, a period of one (1) week after the notification of election results shall be allowed for appeals, and requests for recounts of votes. If a request is received by the returning officer within this period, the returning officer shall reconvene the scrutineers, or any of them, and recount the votes. The appellant shall be entitled to be present at their



own expense. The result of any recount shall be final. The returning officer shall notify the chairman of the result of the recount.

30.29 If, at the close of the AGM or election meeting, there have been no appeals, the returning officer shall put a motion to the meeting that the ballot papers be destroyed. If the motion is successful, the returning officer shall cause the ballot papers to be destroyed at the earliest opportunity.

30.30 In the case of a postal ballot all ballot papers shall be destroyed after one week of the notification of the result of the election.