


# Institute of Quarrying Australia

		<b>IQA Procedure P12</b>	
<b>National Office – Company Secretariat</b>		<b>Branch/Sub-Branch Committee Election Procedure</b>	
<b>Procedure Number:</b>	10.12	<b>Version:</b>	01
<b>Date Adopted:</b>	26 April 2017	<b>Contact:</b>	Company Secretary

## 1. PURPOSE

The purpose of this procedure is to outline the processes involved to ensure that Branch / Sub-Branch Committees are elected in a correct manner when there is a contested election.

## 2. SCOPE

The document describes a set of key steps required to be undertaken in the event that there are more nominations received than there are positions on the Branch / Sub-Branch Committee.

## 3. PROCEDURE

It should be noted that the IQA Board considered it a good practice for Branches / Sub-Branchees to not place a restriction on the number of committee members and for the committees to remain flexible with regards to committee size and composition. However, the Branches / Sub-Branchees are able to set a maximum number of committee members if it's deemed appropriate.

As per clause 14a) of the IQA's constitution the Branch Committee shall comprise three or four officers and such number of ordinary committee members as the Branch in general meeting may from time to time determine. The officers of the Branch shall be the Branch Chairperson, Deputy Chairperson, Secretary and Treasure if elected. (NB: reference to Branch implies Sub-Branch also in the IQA's constitution)

- 3.1 In the event that a Branch / Sub-Branch has set a maximum number ordinary committee positions and there are more nominations received than positions available, then the following steps are required to be undertaken:
- 3.1.1 A voting form is to be prepared listing all of the nominations received for the committee position. (refer below for example)
  - 3.1.2 The voting form is to be issued to all Branch / Sub-Branch members that attend the Branch / Sub-Branch AGM prior to the commencement of the AGM. (NB: Only current financial Corporate Members are eligible to cast a vote at a Branch / Sub-Branch AGM)
  - 3.1.3 Attending eligible Branch / Sub-Branch members are requested to complete their voting form and present to the Branch Secretary / Branch Administrator for collation of results.
  - 3.1.4 If there are 6 committee positions available and 8 nominations, then an eligible vote will be if an eligible member votes for 1 or up to 6 committee nominations. If an eligible member votes for 7 or more nominations, then this vote is ineligible.

## Institute of Quarrying Australia

- 3.1.5 The 6 nominations that receive the highest number of 'for' votes will be the successful committee members.
- 3.1.6 In the event of a tied position for the nominations that have received the least number of votes or the second or third etc least number of votes and the tied nominations are endeavoring to fill the final committee position, then the current presiding Branch / Sub-Branch Chairperson has the casting vote to determine who is elected.
- 3.1.7 The current presiding Branch / Sub-Branch Chairperson should declare the results of the election at the commencement of the meeting, and if the current presiding Branch / Sub-Branch Chairperson is not re-elected, then he/she must stand aside after the declaration of the results.
- 3.1.8 The Branch / Sub-Branch election records are to be maintained in accordance with the IQA Archival and Records Management Policy P17.31.

### 4. RESPONSIBILITY

It is the responsibility of the Chief Executive Officer and the Company Secretary to ensure that the procedure is adhered to and that all steps are completed in the event of a contested committee Branch / Sub-Branch election.

Any Branch Secretary or Administrator is to seek the advice of the Company Secretary in preparing for a contested election and administering this procedure.

### 5. RELATED DOCUMENTS

Branch (sub) AGM Timetable.

Branch voting form.

Archival and Records Management Policy P17.31.

EG. IQA Branch Voting Form.

Item	Description	For	Against	Abstain
1	Election of Committee members: (Refer below for details of nominees)			
	<b>Six (6) Committee positions: (Mark an "X" against six (6) boxes only for your vote to be valid.)</b>			
	a. Election of xxxxx as a Committee member of the xxx Branch / Sub Branch.			
	b. Election of xxxxx as a Committee member of the xxx Branch / Sub Branch.			
	c. Election of xxxxx as a Committee member of the xxx Branch / Sub Branch.			
	d. Election of xxxxx as a Committee member of the xxx Branch / Sub Branch.			
	e. Election of xxxxx as a Committee member of the xxx Branch / Sub Branch.			
	f. Election of xxxxx as a Committee member of the xxx Branch / Sub Branch.			