


Institute of Quarrying Australia

		IQA Procedure P12	
National Office – Company Secretariat		Branch/Sub-Branch Committee Election Procedure	
Procedure Number:	10.12	Version:	02
Date Adopted:	26 June 2018	Contact:	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-Branches 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-Branches are able to set a maximum number of committee members if it's deemed appropriate.

If no absentee or proxy vote is requested 28 days prior to the Branch AGM, then section 3.1 below applies, otherwise proceed to section 3.2 below.

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, including a WIQ Coordinator as an ordinary committee member. 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 or if there are two or more WIQ Coordinator committee nominations received, 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 positions. (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.

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- 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.
- 3.2 If a Branch / Sub-Branch member provides a genuine reason at least 28 days prior to the Branch AGM as to why they are unable to attend the AGM, then absent / proxy voting is to be provided in addition to voting in person at the AGM.

The following steps are to occur to facilitate the usage of absentee / proxy voting:

Request for absent / proxy vote by an existing financial Branch / Sub-Branch member.	28 days prior to Branch AGM.
Membership Officer to confirm that the member who requested the absent / proxy vote is a current financial member.	28 days prior to Branch AGM.
Prepare call for nominations notice.	27 days prior to Branch AGM.
Issue nominations notice to all current Branch / Sub-Branch members allowing 2 weeks for nominations to be received.	26 days prior to Branch AGM.
As nominations are received, Membership Officer is to confirm that the nominee is a current financial member of the IQA.	25 days to 11 days prior to AGM.
Notice of AGM to be issued to Branch / Sub-Branch members.	14 days prior to AGM.
Nominations close 11 days prior to AG. (NB: No nominations will be able to be received at the AGM.)	11 days prior to AGM.
Draft and finalise voting form including the following: a) Voting instructions. b) Voting form. c) Nominee BIO.	10 days prior to AGM.
Issue voting form to all members of the Branch / Sub-Branch.	10 days prior to AGM.
Receive voting forms via email, fax & post and validate current financial state of member.	9 days to 2 days prior to AGM.

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Absentee / proxy votes close for those members who are not attending the AGM in person.	2 days prior to AGM.
Collate absentee / proxy votes for each nominee.	1 day prior to AGM.
Issue voting cards to Branch / Sub-Branch members at AGM if they haven't already provided an absentee / proxy vote.	AGM day.
Conduct elections and add absentee / proxy vote results to voting card numbers at AGM.	AGM.

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)			
	Six (6) Committee positions: (Mark an "X" against six (6) boxes only for your vote to be valid.)			
	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.			