

DIETITIANS ASSOCIATION OF AUSTRALIA
BY-LAW
PROCEDURE FOR ELECTION OF A BRANCH EXECUTIVE
 (By-law Made Pursuant to Clauses 31 and 36 of the *Constitution*)

Revised November 2009

Nominations for a member of a Branch Executive of the Dietitians Association of Australia (DAA) shall be proposed and seconded by financial Members with Dietetic Qualifications or Honorary Life Members. Prescribed forms must be used and must include the written agreement of the candidate who must be a current member of the APD program. Financial Members with Dietetic Qualifications and Honorary Life Members are eligible to vote.

Members of the executive will be elected as a block. Once appointed the members of the branch executive shall elect their office bearers.

Officer bearers shall include a Chairperson, a Vice-Chairperson, an Honorary Secretary, an Honorary Treasurer, , and up to eight (8) members one of whom may nominate as Alternate Director (Not NSW, WA, NT or TAS Branches. QLD, VIC, ACT and SA to 2010 only, then cease).

1. Ballot

The election for all positions shall be held by electronic ballot if required. For those members unable to access the internet voting papers will be sent by post.

2. Returning Officer

- 2.1 The Office Manager shall be the Returning Officer
- 2.2 The Returning Officer shall confirm the APD status of the Nominee with the membership officer in National Office
- 2.3 The Returning Officer has the authority of the Board and Branch Executives to make decisions in relation to the conduct of the election.

3. Mailing List

The membership mailing list shall not be made available to candidates.

4. Timetable for Call of Nominations and Ballot

- 4.1 The candidates shall consent to, and counter sign, the Nomination Form.
- 4.2 Procedures shall conform to the following timetable:

	<i>Weeks before AM</i>
(a) <i>Send Nomination Forms to Branch members.</i>	<i>8</i>
(b) <i>Nominations Close - Forms returned to National Office.</i>	<i>4</i>
(c) <i>Open ballot on website/send papers (if required)</i>	<i>3</i>
(d) <i>Determine outcome of ballot if required</i>	<i>1</i>

5. Ballot

5.1 If more than six (6) (more if a member has stepped down mid-term) nominations are received for positions on the executive, the following shall be posted on the DAA website (and sent hard copy to all financial Members with Dietetic Qualifications and Honorary Life Members who do not have access to the internet):

- (a) a Ballot Paper listing candidates' names in random order, their current work location and position title.
- (b) the proposer and seconder for each nomination.

For those requiring hard copy:

- (c) an inner envelope marked 'Ballot Paper' and an outer envelope with DAA's address on front and provision for member's name on back.

5.2 The return of the hard copy Ballot Papers shall be in accordance with Clause 4.2. The votes shall be checked by the Returning Officer and recorded on the online system by national office staff.

5.3 Online voting will be completed in accordance with Clause 4.2

7. Counting of Votes

7.1 Votes shall be counted on the electronic system and will be valid as the system is set up to recognise:

- (a) a financial Member with Australian Recognised Dietetic Qualification or Honorary Life Member;
- (b) the Branch to which the member belongs
- (c) one vote per member – further attempts will be locked out.
- (d) correctly completed papers

7.2 Counting shall be by preferential system i.e. elimination of lowest vote until a candidate achieves fifty percent plus one of valid votes. This person then becomes the successful candidate.

8. Notification of Ballot Results by the Returning Officer

8.1 Immediately after the conclusion of the ballot the Returning Officer shall notify the candidates of the ballot results.

8.2 Results shall be given to the Chairperson of the Branch annual meeting for presentation to members at the annual meeting.

9. Declaration of Ballot at Annual Meeting

The candidates for up to six (6) positions (more if a member has stepped down mid-term) who have received a majority of at least fifty percent plus one of valid votes shall be declared elected.

10. Election at Annual General Meeting

10.1 If six (6) or less nomination forms are returned to the national office for positions on the Branch Executive on or before the date being four weeks before a Branch annual meeting members shall be notified on the agenda for the annual meeting of the nominations and the requirement for the election of the candidates.

10.2 The candidates will be elected to positions on the Branch Executive if seventy-five per cent of Members with Dietetic Qualifications and Honorary Life Members present or by proxy vote in favour of the candidates at the Branch Annual Meeting.

10.3 If the vote is not carried for any position, the Branch Executive shall appoint members to fill the vacant positions.

11. Call for Nominations and Election at Annual Meeting

11.1 If insufficient nomination forms are returned to National Office for positions on the Branch Executive on or before the date being four weeks before a Branch annual meeting nominations from Members with Dietetic Qualifications and Honorary Life Members shall only be accepted at the Branch annual meeting. Nominees shall confirm their APD status to the Returning Officer.

11.2 Members will be notified on the agenda for the Branch annual meeting that nominations shall be called for and that there will be an election at the Branch annual meeting.

11.3 At the Branch annual meeting Members with Dietetic Qualifications and Honorary Life Members shall appoint a Returning Officer and two scrutineers.

11.4 The Returning Officer shall call for nominations from Members with Dietetic Qualifications and Honorary Life Members. Nominations shall be proposed, seconded and accepted.

11.5 If enough or less than required number of nominations are received at the Branch annual meeting for positions on the Branch Executive the candidates shall be elected if seventy-five percent of the Members with Dietetic Qualifications and Honorary Life Members present in person or by proxy vote in favour of the candidates.

11.6 If the vote is not carried for any position or more members are needed, the Branch Executive shall appoint members to fill the vacant positions.

11.7 If more nominations are received at the Branch annual meeting than there are positions on the Branch Executive the successful candidates shall be that person elected by the Members with Dietetic Qualifications or Honorary Life Members present in person or by proxy on a preferential basis i.e. elimination of the lowest vote until a candidate receives fifty percent plus one of the valid votes.

12. Casual Vacancy – Director (applicable in NSW, WA, NT and TAS until May 2010. Applicable in QLD, VIC, SA and ACT until May 2011 then rescinded)

12.1 A casual vacancy is to be filled by election at a general meeting of the Branch which originally elected the Director vacating office. A Director elected to fill a casual vacancy will hold office until the end of the term of the originally elected Director who vacated office.

12.2 If a Branch cannot fill a casual vacancy after one attempt the Board will appoint a Director. The Director appointed to fill the casual vacancy will hold office until the end of the term of the originally elected Director who vacated office.

13 Student Representatives

13.1 Accredited Dietetic Courses – the Branch executive may invite one student representative from each university which has an accredited dietetic program, to join the Branch executive as a non-voting member. That student must be a financial student member of DAA. This rep. may undertake work such as planning events or writing for the student page of the newsletter.

13.2 Courses undergoing initial (provisional) accreditation – The Branch may invite one student from the course to sit on the committee as an observer at Branch Executive meetings and can be invited to contribute to activities. That student must be an Associate Student member of DAA.