

Policy Name	Council Election Procedures Policy		
Approver	Board	Owner	General Counsel & Society Secretary
		Lead	Deputy Governance Officer
Version	Date of Approval	Summary of changes made	Next review due
1.0	26 August 2017	Adopted by a resolution of the Board as BPS09	
2.0	22 October 2021		
2.1	2 May 2023	Titles and formatting updated	

1 Purpose

1.1 Application

The purpose of this policy statement is to set out the procedures to be followed in conducting an election of:

- (a) Office Bearers of the Society (being the President, Deputy President and Chair of the Audit and Risk Committee);
 - (b) Special Councillors of the Society; and
 - (c) Youth Member,
- by the Council of the Society.

1.2 Procedures

This policy statement has been prepared to clarify the procedures to be followed for:

- (a) nomination as an Office Bearer or Special Councillors (under Rule¹ 6.9);
- (b) provision of written material about nominees to the Council;
- (c) form of ballot paper and order of nominee (e.g. how to determine the listing order on ballot papers);
- (d) entitlements to speak at a general meeting where an election is taking place (i.e. AGM);
- (e) Returning Officer;
- (f) appointment of scrutineers;
- (g) counting the vote; and
- (h) announcement of result.

1.3 Youth Member

This policy shall only apply to the extent necessary to elect by ballot the Youth Member where more than one person is recommended to the Council by the National Youth Advisory Committee (or where such Committee is not operational, where more than one person is recommended by the Board).

2 Policy and procedures

The following outlines each step to be undertaken when holding an election, from the calling of nominations to the announcement of the result.

2.1 Call for nominations

- (a) In accordance with the Rule 6.9, completed nominations must be provided to the General Counsel & Society Secretary² (or other officer authorised to act on behalf of the General Counsel & Society Secretary) at least 30 days before the General Meeting of the Council at which the election is to take place.
- (b) Nominations forms should be in a form consistent with that set out in **Attachment A** to this Policy.
- (c) Nomination forms are to be made available to all current members of the Council of the Society at the time nominations are called.

¹ Rules in this policy shall (unless the contrary intention appears) mean the Rules of the Australian Red Cross Society (as amended from time to time).

² The General Counsel & Society Secretary is referred to as Secretary in the Rules.

- (d) Unless and until the Board has determined otherwise under Rule 6.8, a nominee must be a Governance Member of the Society and, under Rule 6.9(b), only current members of the Council of the Society can act as proposer and seconder of a nominee.

2.2 Prerequisites

- (a) Under the Rules, there is no requirement for a nominee for President or Deputy President to have any specific experience and/or qualification.
- (b) The Chair of the Audit and Risk Committee at the time of nomination must have current experience in accounting, finance or audit in accordance with Rule 6.9(c).
- (c) While there is no requirement for a nominee for Special Councillor to have any formal qualification, they will usually be a person who has made an outstanding contribution to the Society (see Rule 6.12(b)) and who understands the governance of the Society as they may be requested to undertake special functions (for example, acting as chair of a committee) in accordance with Rule 6.12(c).

2.3 Statement of skills and experience

The nominee for an Office Bearer or Special Councillor position must provide, at the time of nomination, a statement setting out their skills and experience in relation to the activities of the Society (Rule 6.9(d)) having regard to the position description (if any).

2.4 Acceptable nominations

For a nomination to be acceptable:

- (a) nomination forms must be received by the General Counsel & Society Secretary (or other officer authorised to act on behalf of the General Counsel & Society Secretary) in the manner and by the date specified in the nomination forms;
- (b) nomination forms must be completed with the details and signatures of the nominee, proposer and seconder (counterparts may be accepted by the General Counsel & Society Secretary or other officer authorised to act on behalf of the General Counsel & Society Secretary in their discretion, acting reasonably); and
- (c) a satisfactory police check (as determined by reference to the Red Cross Police Check Policy) of the Nominee must be received within 7 days of the closing date for receipt of nominations.

2.5 Announcement of Nominees

In accordance with the Rule 6.9(e) at least 14 days before the Annual General Meeting of the Council, the General Counsel & Society Secretary (or other officer authorised to act on behalf of the General Counsel & Society Secretary) must forward to every member of the Council:

- (a) a notice containing a list of all valid nominations received;
- (b) a copy of the Nominee's Statement (if any); and
- (c) advice as to whether or not a ballot would take place at the general meeting of the Council.

2.6 Election Procedures

The President may determine whether an election is to be conducted manually or via an electronic platform.

2.7 Where elections are conducted manually

Note: *This part of the policy applies only where general meetings are being conducted in person. For elections being conducted online, see part 2.6.2.*

If, the number of nominations in any category of office exceed the number of vacant positions, the President in accordance with Rule 8.12 must demand a poll be conducted at the general meeting of the Council, in accordance with the following procedures:

- (a) Listing of Nominees on Ballot Forms
 - (i) In order to exhibit an impartial listing of the candidates, a blind draw will be conducted jointly by:
 - (ii) the General Counsel & Society Secretary (or other member of staff of the Society authorised to act on behalf of the General Counsel & Society Secretary); and
 - (iii) a member of the Board who is not themselves a candidate or, if such a Board member is not available to undertake this duty, the General Counsel (or other Legal Counsel of the Society)
 - (iv) Separate Ballot Papers are to be prepared for each category which clearly set out the voting instructions and which lists the candidates in the order arising from the draw.
 - (v) Sample Ballot Forms are attached as **Attachment B**.
- (b) Ballot Paper Distribution

- (i) When a secret ballot is required to be undertaken at a general meeting, the General Counsel & Society Secretary will:
 - (ii) issue ballot papers to each member of Council,
 - (iii) initial each ballot form, and
 - (iv) upon the Council member signing a register provide the initialled ballot form to the Council member requesting that they refrain from completing the ballots until instructed to do so by the Chair of the meeting
- (c) Candidates' addresses to Council
 - (i) On reaching the election items on the agenda for the meeting, each candidate, in the order noted on the ballot forms as determined in accordance with item 2.6.1(a), will be afforded the opportunity to address Council for a period of five minutes.
- (d) Casting of Votes
 - (i) Following the completion of the candidates' addresses to Council, the President (or other Chair of the meeting) will request Council members to cast their votes in accordance with Item 2.6.1(e) of this Policy, and place these in the Ballot Box provided by the General Counsel & Society Secretary.
 - (ii) In the case of elections being held for more than one category, the President may decide that each election is to be held separately, including the making of addresses to the meeting, or that each candidate for each election is provided with the opportunity to address the meeting and then instruct Council to vote for all categories at once.
 - (iii) Council members are to be given a reasonable period to consider their vote and to lodge their completed ballot paper/s in the Ballot Box.
- (e) Conduct of Secret Ballot Voting
 - (i) Two candidates
 - (A) If there are two candidates nominated for one position, the following voting procedures will be followed:
 - (B) The election will be conducted on the basis of a secret 'first past the post' ballot.
 - (C) A member of Council must vote personally, unless they have appointed a proxy.
 - (D) A member of Council who votes must cast a vote for their preferred candidate by placing a cross or other mark in the box opposite that candidate's name on the ballot paper.
 - (E) The candidate with the higher number of valid votes will be declared elected.
 - (ii) Three or more candidates
 - (A) In the case of there being three or more candidates nominated for the one position, the following voting procedures will be followed:
 - (B) The election will be conducted by a secret mandatory preferential ballot.
 - (C) A member of Council must vote personally, unless they have appointed a proxy.
 - (D) A member of Council may cast a vote as follows:
 - (1) by placing the number '1' in the square opposite the name of his or her preferred candidate on the ballot paper; and
 - (2) by placing the number '2' in the square opposite the name of his or her next less preferred candidate; and
 - (3) by placing the number '3' in the square opposite the name of his or her next less preferred candidate; and
 - (4) if there are more than three candidates, further in the same way for each candidate.
 - (E) A number (1, 2 or 3 or higher, if there are more than three candidates) must be placed in the square opposite the name of each candidate. None of those numbers must be repeated and no other number is to be used. An improperly cast vote must be discarded.
- (f) Appointment of Scrutineers
 - (i) There is no provision for appointment of scrutineers under the Rules. However, in the interests of fairness each candidate may nominate a Scrutineer to oversee the counting of votes providing that the person nominated must be a person who will be present at the meeting at no cost to the Society (i.e. a person to be in attendance at the meeting).

- (ii) Each scrutineer is entitled to view the election procedure and the count (including consideration of proxies).
- (g) Appointment of Proxies
 - (i) In accordance with Rule 8.13, if a member of Council is unable to attend the meeting in person, the member is entitled to appoint a proxy, to vote on their behalf, in accordance with their instructions. Alternatively, the member may appoint the President (or other person chairing the meeting) as their proxy, to vote on their behalf, in accordance with their instructions.
 - (ii) A proxy to act on behalf of a member of Council must be delivered to the General Counsel & Society Secretary no less than two business days before the meeting or the taking of a poll at which it is intended to be used.
 - (iii) Proxy forms will be issued by the General Counsel & Society Secretary, following authorisation by the President, at the time that the papers for the meeting are circulated.
 - (iv) The Proxy form will include all formal resolutions, including voting polls which are to be undertaken as part of the general business of the meeting.
 - (v) An example Proxy has been attached to this procedure – **Attachment C**.
- (h) Counting of Votes
 - (i) Once all Ballots have been placed in the Ballot Box, the General Counsel & Society Secretary and the Head of Legal (or other Legal Counsel of the Society) will:
 - (A) act as Returning Officer and Deputy Returning Officer respectively,
 - (B) count the votes in each election; and
 - (C) provide the outcome of the voting to the President or other Chair of the meeting, for the declaration of the polls.
 - (ii) In undertaking this process, the Returning Officer and Deputy Returning Officer will leave the meeting, together with any Scrutineers as appointed, to count the votes in private.
 - (iii) If a candidate receives an absolute majority of votes (that is, 50% +1 of valid votes), that person is to be declared elected.
 - (iv) The distribution of preferences is required when no candidate receives an absolute majority. In this case, the second preference votes of the candidate with the lowest number of first preference votes, will be distributed amongst the other candidates.
 - (v) If there is then no candidate with an absolute majority after the initial distribution of preferences, then the second preference votes of the next remaining candidate with the lowest number of votes and all of that person's votes (that is, that candidate's first preference votes plus those votes received by that candidate from the first excluded candidate) are distributed to the remaining candidates.
 - (vi) This process is continued, as set out in the example included in **Attachment E**, until an absolute majority of valid votes is obtained for a candidate.
 - (vii) The candidate with the highest number of valid votes after distribution of preferences will be declared elected.
 - (viii) An example of how preferences are to be allocated so as to obtain an absolute majority is set out in **Attachment E**.
- (i) Equality of Votes
 - (i) In the case of an equality of votes, in accordance with Rule 8.10 the President (except where such election is for the President, where in such circumstances President for this paragraph 2.6.1(i) of this Policy shall mean Deputy President) is entitled to a casting vote in addition to any votes they are entitled to cast as a member of the Council or proxy, alternate or representative of a member of Council.
- (j) Announcement of Results – Declaration of the Poll
 - (i) When the vote count has been completed and a successful candidate identified, the President (or other Chair of the meeting) will leave the room to be provided with information by the Returning Officer and Deputy Returning Officer as to the final result and how the count transpired (i.e. if any votes were declared invalid and whether preferential counting was required etc.).
 - (ii) The President (or other Chair of the meeting) will then be provided with a Ballot Result Form signed by both the Returning Officer and Deputy Returning Officer which has been signed in the presence of any scrutineers.

- (iii) The President (or other Chair of the meeting) will then return to meeting and make the formal declaration of the poll and declare each successful candidate elected.
- (iv) A sample of the Ballot Result Form is attached to these procedures - **Attachment D**.
- (k) Retention of Records
 - (i) Once the meeting has been adjourned after the declaration of the poll, the Returning Officer must ensure that all records in relation to Ballots are destroyed, other than the overall count for each candidate which shall be held in confidence by the General Counsel & Society Secretary.

2.8 Where elections are conducted electronically

This part of the policy applies only where elections are to be conducted electronically. For elections being conducted manually, see part 2.6.1

If, the number of nominations in any category of office exceed the number of vacant positions, the President in accordance with Rule 8.12 must demand a poll be conducted at the general meeting of the Council, in accordance with the following procedures:

- (a) Listing of Nominees
 - (i) In order to exhibit an impartial listing of the candidates, either:
 - (ii) the order will be generated using computer generated listing by the online voting platform; or
 - (iii) a blind draw will be conducted by the General Counsel & Society Secretary (or other member of staff of the Society authorised to act on behalf of the General Counsel & Society Secretary) and a member of the Board who is not themselves a candidate or, if such a Board member is not available to undertake this duty, the Head of Legal (or other Legal Counsel) of the Society.
- (b) Candidates' addresses to Council
 - (i) On reaching the election items on the agenda for the meeting, each candidate, in the order as determined in accordance with item 2.6.2(a), will be afforded the opportunity to address Council for a period of five minutes.
- (c) Casting of Votes
 - (i) Voting shall be open from the commencement of the meeting until a reasonable period after completion of the candidates' addresses to Council as nominated by the President (or other Chair of the meeting) (acting reasonably) and advised to Council members at the meeting.
 - (ii) In the case of elections being held for more than one category, the President may decide that whether each election is to be held separately, including addresses, or that each candidate for each election is provided with the opportunity to address the meeting and then instruct Council to vote for all categories at once.
- (d) Conduct of Secret Ballot Voting
 - (i) In the case of there being two or more candidates nominated for the one position, the following voting procedures will be followed:
 - (ii) The election will be conducted by a mandatory preferential ballot.
 - (iii) A member of Council must vote personally using the online voting portal, unless they have appointed a proxy.
 - (iv) A member of Council may cast a vote by inserting or placing a number next to the preferred candidate in order of preference (with 1 being most preferred by the member, 2 being second preferred by the member, etc).
- (e) Appointment of Scrutineers
 - (i) No scrutineers shall be appointed as the online platform will automatically determine the results based on the votes cast by members and arising from proxies.
- (f) Appointment of Proxies
 - (i) In accordance with Rule 8.13, if a member of Council is unable to attend the meeting, the member is entitled to appoint a proxy, to vote on their behalf, in accordance with their instructions. Alternatively, the member may appoint the President (or other person chairing the meeting) as their proxy, to vote on their behalf, in accordance with their instructions.
 - (ii) A proxy to act on behalf of a member of Council must be entered online or delivered to the General Counsel & Society Secretary no less than two business days (or such longer period as may be reasonably determined by the General Counsel & Society Secretary) before the meeting or the taking of a poll at which it is intended to be used.

- (iii) Hard copy proxy forms (in a form similar to **Attachment C**) will be available on request from the General Counsel & Society Secretary, following authorisation by the President, at the time that the papers for the meeting are circulated.
- (g) Counting of Votes and announcement of results
 - (i) Once the President (or other Chair of the meeting) has announced the closing of voting for a particular item, the General Counsel & Society Secretary, or the Head of Legal of the Society (or other Legal Counsel of the Society) will provide the outcome of the voting from the online system (which shall determine the winner using the methodology described in section 2.6.1(h) of this Policy) to the President (or other Chair of the meeting).
 - (ii) The President (or other Chair of the meeting) will make the formal declaration of the poll and declare each successful candidate elected.
- (h) Equality of Votes
 - (i) In the case of an equality of votes, in accordance with Rule 8.10 the President (except where such election is for the President, where in such circumstances President for this paragraph 2.6.2(h) of this Policy shall mean Deputy President) is entitled to a casting vote in addition to any votes they are entitled to cast as a member of the Council or proxy, alternate or representative of a member of Council.

3 Attachments

Attachment A – Example Nomination Form

Attachment B – Example Ballot Form

Attachment C – Example Proxy Form

Attachment D – Example Ballot Result Record

Attachment E – Example – Counting of votes under a mandatory preferential ballot

Attachment A Example Nomination Forms**NOMINATION FORM FOR ELECTION OF OFFICE BEARERS
AUSTRALIAN RED CROSS SOCIETY****Position nominated for:***(Please select only one position per completed form)*☐ President☐ Deputy President☐ Chair of the Audit and Risk Committee**Note:** Under Rule 6.9(c) the Chair of the Audit and Risk Committee must have current experience in accounting, finance, or audit.**Name of Nominee:***** Must be a Governance Member of the Society (Please Print Full Name of Nominee)***Residential Address:****Postal Address:****Mobile Phone number:****Email address:****Attachment of Nominee's Statement**

Please **attach** a resume and statement from the Nominee setting out the Nominee's relevant skills and experience for the role, which will be provided to members of the Council. For the President and Deputy President, regard should be had to the Position Description.

Police Record check

Each Nominee must successfully undertake a Police Record Check for their nomination to be valid. This can be applied for by using the following link or entering the URL in your web browser:

[Insert relevant link obtained from Membership Team]

Consent of Nominee:

I consent to the nomination and confirm that I have submitted my police record check in accordance with the above. I understand that if the police record check is not satisfactory in accordance with the terms of the Red Cross Police Check Policy, my nomination will not be accepted by the Society.

*(Signature of Nominee)***Proposer:******** Must member of the Council of the Society****Seconders:******** Must member of the Council of the Society**

(Signature of Proposer)

(Signature of Seconder)

(Please Print Full Name of Proposer)

(Please Print Full Name of Seconder)

(Email address of Proposer)

(Email address of Seconder)

Return of nomination forms

Completed Nomination Forms and acknowledgement of the police record check being submitted online should be returned as set out below (complying with Part 2.4 of the Board Statement Policy on Council Election Procedures) to the General Counsel & Society Secretary, and **received by 5pm AEDT Click or tap to enter a date..**

By email:

To: Click or tap here to enter text., General Counsel & Society Secretary: Click or tap here to enter text.

Cc: governance@redcross.org.au

Position description for the President and Deputy President of the Society

A copy of the position description for the role and responsibilities of the President and Deputy President, as approved by the Board, are included in the Guide to Nominees for President and Deputy President. The position descriptions reflect the requirements of the Rules and sets out further details as provided by the Board Governance Manual.

Position description for the Chair of the Audit and Risk Committee of the Society

A copy of the position description for the role and responsibilities of the Chair of the Audit and Risk Committee, as approved by the Board, is available on request from the General Counsel & Society Secretary. The position description reflects the requirements of the Rules and sets out further details as provided by the Board Governance Manual.

Notes

- (a) This election will be held in accordance with Board Policy Statement 09 - Council Election Procedures.
- (b) The police check application must be submitted online and this nomination form returned to the General Counsel & Society Secretary, as set out in this form.
- (c) Nomination Form will not be valid unless duly completed and signed by the Nominee, Proposer and Secunder.
- (d) The Nominee must be a Governance Member of the Society.
- (e) The Proposer and Secunder must be current members of the Council of the Society.
- (f) A nomination will not be accepted unless a satisfactory police check (as determined by reference to the Red Cross Police Check Policy) of the Nominee is received within 7 days of the closing date for receipt of nominations.
- (g) The General Counsel & Society Secretary will advise the Council of all Nominations which are proceeding (including providing a copy of the Nominee's statement in relation to the position description or otherwise setting out relevant skills and experience), with advice as to whether a ballot will be required at the AGM of the Council, in communication issued to the Council no later than 14 days before the AGM.

**NOMINATION FORM FOR ELECTION OF SPECIAL COUNCILLORS
AUSTRALIAN RED CROSS SOCIETY****Position nominated for:** Special Councillor**Name of Nominee:***** Must be a Governance Member of the Society (Please Print Full Name of Nominee)***Residential Address:****Postal Address:****Mobile Phone number:****Email address:****Attachment of Nominee's Statement**

Please **attach** a statement setting out the nominee's relevant skills and experience in relation to the activities of the Australian Red Cross, particularly with regard to the governance (board and committee participation) of the Australian Red Cross.

Police Record check

Each Nominee must successfully undertake a Police Record Check for their nomination to be valid. This can be applied for by using the following link or entering the URL in your web browser:

[Insert relevant link obtained from Membership Team]

Consent of Nominee:

I consent to the nomination and confirm that I have submitted my police record check in accordance with the above. I understand that if the police record check is not satisfactory in accordance with the terms of the Red Cross Police Check Policy, my nomination will not be accepted by the Society.

(Signature of Nominee)

Proposer:***** Must member of the Council of the Society*

(Signature of Proposer)

(Please Print Full Name of Proposer)

(Email address of Proposer)

Seconder:***** Must member of the Council of the Society*

(Signature of Seconder)

(Please Print Full Name of Seconder)

(Email address of Seconder)

Return of nomination forms

Completed Nomination Forms and acknowledgement of the police record check being submitted online should be returned as set out below (complying with Part 2.4 of the Board Statement Policy on Council Election Procedures) to the General Counsel & Society Secretary, and **received by 5pm AEDT Click or tap to enter a date..**

By email:

To: Click or tap here to enter text., General Counsel & Society Secretary: Click or tap here to enter text.

Cc: governance@redcross.org.au

Position description for Special Councillors of the Society

A Special Councillor is usually a person who has made an outstanding contribution to the Australian Red Cross³, and may be requested to undertake special functions during their term of appointment (for example, acting as chair of a committee).⁴

Notes

- (a) This election will be held in accordance with Board Policy Statement 09 - Council Election Procedures.
- (b) The police check application must be submitted online and this nomination form returned to the General Counsel & Society Secretary, as set out in this form.
- (c) Nomination Form will not be valid unless duly completed and signed by the Nominee, Proposer and Secunder.
- (d) The Nominee must be a Governance Member of the Society.
- (e) The Proposer and Secunder must be current members of the Council of the Society.
- (f) A nomination will not be accepted unless a satisfactory police check (as determined by reference to the Red Cross Police Check Policy) of the Nominee is received within 7 days of the closing date for receipt of nominations.
- (g) The General Counsel & Society Secretary will advise the Council of all Nominations which are proceeding (including providing a copy of the Nominee's statement setting out relevant skills and experience), with advice as to whether a ballot will be required at the AGM of the Council, in communication issued to the Council no later than 14 days before the AGM.

³ Refer Rule 6.12(b)

⁴ Refer Rule 6.12(c)

Attachment B Example Ballot Form**'FIRST PAST THE POST' METHOD OF VOTING**

[Note: This pro forma may be varied as is required in the circumstances]

AUSTRALIAN RED CROSS SOCIETY
[ANNUAL] GENERAL MEETING OF COUNCIL
[Insert Date of Meeting]

There are two candidates for **[ADD POSITION]**

Record your vote by placing an 'X' opposite the name of your preferred candidate.

	[insert candidate name]
	[insert candidate name]

Initials of the General Counsel & Society Secretary _____

PREFERENTIAL METHOD OF VOTING

[Note: This pro forma may be varied as is required in the circumstances]

AUSTRALIAN RED CROSS SOCIETY
[ANNUAL] GENERAL MEETING OF COUNCIL
[Insert Date of Meeting]

There are **three** candidates for **[ADD POSITION]**

Record your vote by:

- placing the number 1 in the square opposite the name of the candidate of your first preference; and
- placing consecutive higher numbers in each of the squares opposite the names of each of the other candidates of lower preference until all boxes are complete (i.e. the numbers 2, 3, etc.).

To record a valid ballot, you must record a number 1, 2, 3, etc. in each square in accordance with this voting method.

	[insert candidate name]
	[insert candidate name]
	[insert candidate name]

Initials of the General Counsel & Society Secretary _____

Attachment C Example Proxy Form
APPOINTMENT OF PROXY

[Note: This pro forma may be varied as is required in the circumstances]

AUSTRALIAN RED CROSS SOCIETY
[ANNUAL] GENERAL MEETING OF COUNCIL
[Insert Date of Meeting]

Under the Charter and Rules, members of Council of the Society who are not attending a General Meeting are entitled to appoint a proxy to vote on their behalf. If you wish to appoint a proxy, please complete this Form and return it as set out herein.

I (the undersigned and named), being a member of the Council of the Australian Red Cross Society and entitled to attend and vote at the above meeting, hereby appoint (mark appropriate option with an ☒):

☐ The President (or other person acting as Chair of the Meeting)

OR

☐

*Write here the name of the person you are appointing if this person **is someone other than** the President (or other person acting as Chair of the Meeting).*

*Write email address here of the person you are appointing if this person **is someone other than** the President (or other person acting as Chair of the Meeting).*

as my proxy to vote at the **[Annual]** General Meeting of the Council to be held on **[Insert Date of Meeting]**, and at any adjournment thereof, whether by ballot, by show of hands, or in any poll which may be taken following a demand therefore at that meeting, or upon any resolution for which the use of proxies is specifically provided under the Charter and Rules.

Voting Directions to your proxy

Please mark ☒ to indicate your directions to all Items other than Item **[#]**. For Voting Directions in relation to Item 8 (Election of Office Bearers), please note the instructions in Item **[#]**, so as to indicate your directions.

Agenda Item		For	Against	Abstain ⁵						
[#]	<p>[insert agenda title]</p> <p>[insert motion]</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
[#]	<p>Election of Office Bearers [where more than one candidate]</p> <p>To vote in respect of the election for the office of [insert position] as follows:</p> <table><tr><td></td><td>[insert candidate name]</td></tr><tr><td></td><td>[insert candidate name]</td></tr><tr><td></td><td>[insert candidate name]</td></tr></table> <p><u>Notes on how to vote:</u></p>		[insert candidate name]		[insert candidate name]		[insert candidate name]	<p>Do not write in this column</p>		
	[insert candidate name]									
	[insert candidate name]									
	[insert candidate name]									

⁵ If you mark the Abstain box for a particular item, you are directing your proxy not to vote on your behalf on a show of hands or on a poll and your votes will not be counted in computing the required majority on a poll.

Agenda Item		For	Against	Abstain ⁵						
	<p>[select an option 1:</p> <p>1. If there are two candidates for an office, provide your instructions by inserting an 'X' in the square opposite the name of your preferred candidate.</p> <p>1. If there are three or more candidates for an office, provide your instructions by inserting the number '1' in the square opposite the name of your preferred candidate (set out above) and '2' and following, as may be required, for your subsequent preferences.]</p> <p>2. In the absence of your instructions, or where instructions are not as required for a valid vote, your proxy may vote as they choose.</p>									
[#]	<p>Election of Special Councillors</p> <p>To vote in respect of the election for the office of [insert position] as follows:</p> <table><tr><td></td><td>[insert candidate name]</td></tr><tr><td></td><td>[insert candidate name]</td></tr><tr><td></td><td>[insert candidate name]</td></tr></table> <p>Note 1: The boxes in the columns are only to be used if the number of persons seeking election as Special Councillors is equal to or fewer than the number of vacancies.</p> <p><u>Notes on how to vote:</u></p> <p>[select an option 1:</p> <p>1. If there are two candidates for an office, provide your instructions by inserting an 'X' in the square opposite the name of your preferred candidate.</p> <p>1. If there are three or more candidates for an office, provide your instructions by inserting the number '1' in the square opposite the name of your preferred candidate (set out above) and '2' and following, as may be required, for your subsequent preferences.]</p> <p>2. In the absence of your instructions, or where instructions are not as required for a valid vote, your proxy may vote as they choose.</p>		[insert candidate name]		[insert candidate name]		[insert candidate name]	Do not write in this column		
	[insert candidate name]									
	[insert candidate name]									
	[insert candidate name]									

Note: The President (or other person acting as Chair of the Meeting) intends to vote undirected proxies in favour of each item of business (for all Agenda Items other than any elections) and, in the case of any elections, as they determine in their discretion.

PLEASE SIGN HERE *This section must be signed in accordance with the instructions below to enable your directions to be implemented.*

<div></div> <div>Name</div>	<div></div> <div>Signature</div>
<div></div> <div>Address</div>	<div></div> <div>Date</div>
<div></div> <div>Email Address</div>	

4 How to complete the Proxy Form

4.1 Appointment of Proxy

Pursuant to Rule 8.13 of the Rules of the Society, a member of the Council is entitled to attend and vote at the Annual General Meeting. A member of Council may appoint a proxy to vote on their behalf if they are not attending in person.

4.2 Provision of a copy

Your appointed proxy should present a copy of this completed Proxy Form at the registration desk on the day of the meeting.

4.3 Votes on Items of Business -- agenda items including Election of Office Bearers

You may direct your proxy how to vote:

- (a) in relation to all agenda items, other than elections by placing a mark in one of the three boxes opposite each item of business; and
- (b) in relation to the election of office bearers, board members and special councillors in accordance with the instructions in that item.

If you do not mark any of the boxes on a given item, or you do not indicate a number in accordance with the instructions, your proxy may vote as they choose in respect of that item.

If you mark more than one box on an item (other than for voting in relation to elections) your vote will be invalid.

If you do not give directions as to your vote in relation to elections in accordance with the instructions set out in those items, your proxy may vote in their discretion.

4.4 Lodgement of Proxy

This Form should be returned by email to the below addresses (as a single scanned file with all signatures) to the General Counsel & Society Secretary, and received by **5pm AEDT** **Click or tap to enter a date.**

To: Click or tap here to enter text., General Counsel & Society Secretary: Click or tap here to enter text.

Cc: governance@redcross.org.au

NOTE: For a ballot, the General Counsel & Society Secretary will provide to the Proxy, for each item of business requiring a resolution or a vote, such number of ballot papers as equates to the number of proxies given to the Proxy.

Attachment D Example Ballot Result Record**BALLOT RESULT RECORD**

[Note: This pro forma may be varied as is required in the circumstances, including where there is more than three candidates]

AUSTRALIAN RED CROSS SOCIETY
[ANNUAL] GENERAL MEETING OF COUNCIL
[Insert Date of Meeting]

Election of **[insert]**

Total Votes	Candidates
	[Insert candidate name]
	[Insert candidate name]
	[Insert candidate name]

Candidate to be declared elected:

[insert name using block letters]

(Signature of Returning Officer)

(Signature of Deputy Returning Officer)

Attachment E Example – Counting of votes under a mandatory preferential ballot

Example of the count of votes for an election by the Council

This example explains how the mandatory preferential voting system works.

Fred, Anastasia, Mei-Lin and Pat stand for election.

They receive the following first preference or number '1' votes.

Total Votes	Candidates
7	Fred
15	Anastasia
18	Mei-Lin
12	Pat

One Council member has not voted, so there are 52 votes.

This is a total of 52 formal votes. To be elected, a candidate needs at least 27 votes or over half of the total formal votes (50% + 1 of the total formal votes or an absolute majority).

As none of the candidates has that many first preference votes, the candidate with the least number of votes – that is Fred – is excluded and his ballot papers are transferred to the other candidates according to where each voter has marked the number '2' on them.

Fred's votes are transferred as follows:

- 2 are transferred to Anastasia, giving her a total of 17 votes
- 2 are transferred to Mei-Lin, giving her a total of 20 votes
- 3 are transferred to Pat, giving her a total of 15 votes

Even following this distribution of preferences, none of the three remaining candidates has an absolute majority.

So the candidate with the least number of votes – that is Pat – is excluded and her ballot papers are transferred to the remaining candidates according to the next available preference marked on them by the voter.

This could be the number '2' or even '3' in the case of Pat's votes (e.g. preferences from Fred's votes).

Pat's votes are transferred as follows:

- 12 are transferred to Anastasia, giving her a total of 29 votes
- 3 are transferred to Mei-Lin, giving her a total of 23 votes

Anastasia now has 29 votes, or an absolute majority, so Anastasia is declared the winner.

Note that although Anastasia did not have the highest number of first preference votes, the second and third preferences allocated by voters have elected Anastasia.

The process could involve more than the steps explained in this example, depending on the number of candidates standing for election.

Candidates will continue to be excluded and their preferences transferred, or distributed, until one candidate has an absolute majority.

Note: This example is derived from an example provided by the Australian Electoral Commission, in respect of preferential voting for a seat in the House of Representatives.

See http://www.aec.gov.au/About_AEC/Media_releases/2001/FEB_Preferential_01.htm