



CROQUET NSW INC
ABN 95 174 213 987

ELECTION AND VOTING PROCEDURE

24th August 2018

Date	Revision History
17 th August 2017	Compiled ready for AGM and approved by Board
20 th April 2018	Revision 1 - Reformatted
24 th August 2018	Revision 2 - New Logo on cover page and “and present at the AGM” added to Clause 3

Review Period
Every 3 years
Review Date
Q4 2021



Election and Voting Procedure

1. The Board will determine prior to the calling for nominations, if proxy voting is to be allowed. If allowed, properly completed proxy voting papers must be received by CNSW before 5:00pm on the day before the Annual General Meeting (AGM).
2. Prior to conducting an election, CNSW shall appoint a Returning Officer who:
 - 2.1. is not an employee of CNSW nor a member of the Board, and is not nominating for any of the positions for which nominations are to be called;
 - 2.2. is responsible for the proper conduct of the elections, and shall conduct any ballots in accordance with this procedure;
 - 2.3. may at their discretion seek and use any person who is not a candidate to assist them in performing their duties.
3. If at an election the number of candidates is less than or equal to the number of positions to be filled, these candidates are to be considered elected, if each candidate is approved by the majority of Members entitled to vote, and present at the AGM.
4. If at an election the number of candidates is greater than the number of positions to be filled, there is to be an election. If an election is required:
 - 4.1. Voting in an election will be by secret ballot;
 - 4.2. A voting paper will be created with the candidates listed in alphabetical order. Voters are required to indicate their vote for the number of vacancies from the list of candidates by using a **tick against the names of candidates for whom they DO wish to vote for** or alternatively, **striking out the names of candidates for whom they DO NOT wish to vote for**;
 - 4.3. The result of the ballot is to be determined by counting the number of valid proxy votes received in accordance with (1) above together with the votes cast on the day, the total being recorded against the name of each candidate;
 - 4.4. If the number of candidates with the most votes are equal to the number of positions available, then those candidates are considered elected and the election is concluded;
 - 4.5. If the number of candidates with the most votes are less than the number of positions available, then those candidates with the most votes are elected and another vote is taken to resolve the remaining positions. This occurs when there is one or more tied vote;
 - 4.6. If a vote is required by (4.5) above, votes will only be cast by the delegates present at the meeting;



Election and Voting Procedure

- 4.7. If after the vote taken in (4.6) above, the number of candidates with the most votes is equal to the number of remaining positions that are available, then those candidates are elected;
- 4.8. If the vote taken in (4.7) above has failed to fill the remaining positions due to tied voting, then it will be settled by lot, ie by placing the names from a tied vote into a hat and a person, selected by the returning officer, draws from the hat.
5. At the conclusion of the election the Returning Officer declares the name(s) of the successful candidates and supervises the destruction of all ballot papers and tally material.

END