

## **COMMONWEALTH ASSOCIATION**

### **PROPOSED PROCEDURES FOR NOMINATION AND ELECTION**

- (a) At least four weeks before the Annual General Meeting, the Secretary shall give notice to all members in writing of the business to be transacted at the AGM and of the elections which are due to take place for office holders and members of the Executive Committee. In inviting nominations, the Secretary shall also circulate a nomination form and a timetable for the receipt of nominations.
- (b) Any member of the Commonwealth Association shall be eligible for nomination (providing that the individual concerned has paid all membership subscriptions that may be owing).
- (c) An eligible member shall be duly nominated if he or she has a proposer and seconder from among the membership and if the nominee has indicated his or her consent to nomination.
- (d) All nominations must be received by the Secretary and conveyed to the CA's Returning Officer (RO) at least 7 days before the Annual General Meeting.
- (f) By close of nominations, if the number of nominations is equivalent to the number of vacancies to be filled, those members nominated shall be presented by the RO to the AGM so that their election can be confirmed by a show of hands.
- (g) If the number of nominations exceeds the vacancies, this will be reported to the AGM by the RO and a ballot shall be held of all members of the Association by a secure electronic system, supervised by the RO and held within 14 days of the AGM. Where there are only two candidates for a single vacancy, members will vote by indicating their support for the candidate of their choice. Where there are three or more candidates for a single vacancy, a preferential system of voting shall be used. The results shall be duly reported by the Secretary to the general membership as soon as voting and counting have been concluded and certified by the RO.
- (h) In the event of a contested election, retiring officeholders/ ExCo members will be asked to continue in post until the results of the election are known and successors determined.

*SM*

*29.06.2021*