

SAGE-AU

The System Administrators Guild of Australia
(ARBN 082 497 792)

SCHEDULE OF ELECTION BALLOT

3 October 2005

This process shall be read in conjunction with the Articles of Association. References to sections of the Articles of Association are in square brackets.

The critical dates for election of the Committee of Management are as follows:

1. The AGM date is set. [S8(2)]
2. Not less than 90 days before the AGM, the RO sends a call for nomination to all members. [S24(2)]
3. 60 days before the AGM, the nominations close. [S24(3)]
4. On or before 50 days before the AGM, the Secretary informs the RO of all valid nominations received, and provides the RO with a list of voting members. [S24(5)]
5. No later than 30 days before the AGM, a ballot is sent to all members. [S24(6)]
6. 7 days before the AGM, the ballot closes. [S24(12)]
7. The results are announced at the AGM. [S24(13)]

Where a ballot of members is required, the following process will be used.

- (a) In order to nominate for a position on the Committee of Management a candidate MUST:
 - (i) be of good standing;
 - (ii) be able to legally undertake his/her duties;
 - (iii) be a financial member of SAGE-AU at the time of nomination, during the ballot and at the time of the election result.
- (b) SAGE-AU will provide space on its web site for candidate statements. Each candidate will be provided space for a single statement, regardless of the number of positions for which they have been nominated. The statement may include:
 - (i) 100 words of text (web links, e-mail addresses etc are not permitted);
 - (ii) a single e-mail address that interested members can request information from;
 - (iii) a postal address that interested members can request information from;
 - (iv) a photograph of the candidate.
- (c) Unless it is clearly and directly necessary to the procedural running of the ballot, any comment pertaining to a ballot made by an individual who holds a position of authority within the Association (be it on the Committee of Management or a delegated position such as member of a sub-committee or staff) must:
 - (i) state clearly that the comment is a personal opinion only, and does not represent an official position of the association; and
 - (ii) only use SAGE-AU resources equally available to all members.
- (d) Offices will be listed on the ballot in the following order:
 - (i) President,
 - (ii) Vice President,
 - (iii) Secretary,
 - (iv) Treasurer,
 - (v) Ordinary Committee Members,
 - (vi) Returning Officer,
 - (vii) Assistant Returning Officer.

- (e) The ordering of the candidates' names on the ballot shall be decided by lottery conducted by the RO, in the presence of at least one other party. The RO will invite the candidates concerned to observe. Where a candidate is unable to attend, he or she may be represented by a proxy.
- (f) The ballot paper shall be constructed such that a completed form can be readily identified as valid or invalid according to the rules set out in this Standing Order, and such that the voter's identifying details may be separated from their vote.
- (g) If an election is required for an office, beside each candidate's name will be three options: FOR, AGAINST, ABSTAIN. If no election for the office is required, the successful candidate will be stated on the ballot as uncontested.
- (h) Each voting member can vote FOR, AGAINST or ABSTAIN from the resolution to elect each candidate for each position.
- (i) There is no restriction on the number of candidates for a position that a voting member can vote FOR, AGAINST or ABSTAIN. There are no other preferences considered.
- (j) A vote for a resolution will be considered informal if more than one of the options: FOR, AGAINST, ABSTAIN, is selected; or if no option is selected. Informal votes shall not count towards the final result.
- (k) Ballots shall be determined in the following order: [S24(11)]
 - (i) President,
 - (ii) Vice President,
 - (iii) Secretary,
 - (iv) Treasurer,
 - (v) Ordinary Committee Members,
 - (vi) Returning Officer,
 - (vii) Assistant Returning Officer.
- (l) If a candidate is elected to an office, they are no longer eligible to be elected to any other office during the current ballot, and the ballot will continue as if they had not been nominated for any subsequent office. [S22(5)]
- (m) In order to be elected to an office, a candidate must receive more votes FOR election than AGAINST. A candidate receiving an equal number or fewer FOR votes than AGAINST votes for an office cannot be elected, and the ballot will continue as if they had not been nominated for that office.
- (n) If more than four (4) candidates for the office of Ordinary Committee Member receive more votes FOR their election than AGAINST, then the four (4) candidates receiving the most votes FOR their election will be elected.
- (o) If more than one (1) candidate for any other office, receives more votes FOR their election than AGAINST, then the candidate receiving the most votes FOR their election will be elected.
- (p) In the event of a tied vote, the RO shall decide the result by lottery in the presence of at least one other party. The RO will invite the candidates concerned to observe. Where a candidate is unable to attend, he or she may be represented by a proxy.
- (q) Election ballot papers shall be held securely by the RO and/or ARO in case a motion to recount is passed by the members at a general meeting of SAGE-AU. No other members of SAGE-AU are permitted to view the ballot papers. As soon as the next call for nominations for the election of the Committee of Management is announced, the ballot papers must be securely destroyed.