



FEDERATION OF PARENTS AND CITIZENS' ASSOCIATIONS
OF NEW SOUTH WALES

Councillor Election Policy

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Preparation

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Purpose of this Document

The purpose of this document is to set out the approved policy utilised by the Federation of Parents and Citizens' Associations of New South Wales (Federation) in relation to the election of Federation Councillors.

RATIONALE

This policy provides a consistent election process across all Regions of the Federation.

SCOPE

This policy applies to all employees, independent contractors and third party hired staff of the Federation.

OBJECTIVE

The objective of this policy is to provide instruction on the election process to be followed in conducting elections for Federation Councillors at the Regional level. The Federation is committed to a fair and equitable election process for all representative roles and uses open democratic processes to this end.

DELEGATE OBLIGATIONS

1. Delegates standing for election as a Federation Councillor must:
 - Be a financial member of their affiliated P&C Association
 - Provide their Regional Delegate Notification Form to the Regional Secretary
 - Agree to abide by the Federation's Code of Conduct and its related policies, including the Duties of an Effective Councillor, and
 - Lodge with the Returning Officer their Councillor Election Nomination Form, duly completed, by the close of the nomination period as specified in the Notice of Meeting.

NB: Delegates are not required to be present at the meeting where nominations close and voting is held (usually the AGM of the Regional P&C Council) but both the Regional Delegate Notification Form and the Councillor Election Nomination Form must be submitted as detailed above.

2. Each Regional Secretary must:
 - Maintain a Regional Delegates representation membership list and advise the Returning Officer of the membership status of those standing for election and those eligible to vote in the election
 - Validate the affiliation with the Federation of P&C Associations in the Region and advise the Returning Officer accordingly
 - Send Councillor Election Nomination Forms to the Federation's Office, together with the accompanying Federation Councillor Election Checklist, within five working days after the vote has taken place, and
 - Provide the Federation's Code of Conduct, Duties of an Effective Councillor, Regional Delegate Notification Form, Councillor Election Nomination Form to affiliated P&C Associations in the Region with the Notice of Meeting where the election is take place.

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- Ensure the Notice of Meeting includes the day and time when nominations for election close and the day, time period and venue where votes will be cast. It must also specify the name and address of the Returning Officer so that Delegates wishing to stand for election who will be an apology for the meeting can submit their Councillor Election Nomination Form to the Returning Officer.

3. The Federation will:

Provide access to the Code of Conduct and Duties of an Effective Councillor
Provide access to the Regional Delegate Notification Form, Councillor Election Nomination Form, Federation Councillor Election Checklist and Councillor Election Appeal Form, and
Ensure that Regional Secretaries have access to the list of affiliated P&C Associations in their Region.

NOMINATING

The Regional Delegate Notification Form must be lodged with the Regional Secretary prior to the nomination period closing. The Councillor Election Nomination Form must be submitted to the Returning Officer prior to the nomination period closing.

Campaigning of any kind is not permitted. This includes, but is not limited to, distribution of material, lobbying and addressing the meeting.

VOTING

All Regional Delegates whose names appear on the membership list maintained by the Regional Secretary and who are present at the meeting are eligible to vote. No proxy or postal votes will be accepted.

The Federation uses the standard preferential voting system - meaning a valid vote must have a number from 1 to the number of candidates standing for election in order of preference.

All votes must be cast by the closing of the voting time period as specified in the Notice of Meeting.

COUNTING

The Returning Officer will:

- Count the votes according to the standard preferential voting system.
- Notify the successful candidates, the unsuccessful candidates, the Regional Secretary and the Federation's Office by email to executiveofficer@pandc.org.au, and
- Send all ballot papers to Federation's Office in a sealed and signed envelope.

APPEALS PROCESS

Regional Delegates, who were unsuccessful candidates in the election, can seek a review of the election result by lodging a Councillor Election Appeal Form with Federation within five working days of the ballot being declared by the Returning Officer.

Federation will appoint an external, third-party Appeals Officer for each calendar year who will review all appeals related to Councillor Elections and make recommendations based on their review to the President. The President will decide on all appeals after considering the advice of the Appeals Officer and inform the relevant Returning Officer who will notify all affected parties.