

Election of Executive Committee Members

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**AUTHORSHIP**

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1. INTRODUCTION

The composition and Terms of Reference of the Executive Committee are specified in the APAC Constitution. When an election is required for a vacant position on the committee, the procedure set out below for nominations and balloting shall be applied.

This procedure applies to the election of all members of the Executive Committee except for the Chair of the MRA Council, whose election is conducted in accordance with procedures given in APAC MRA-003.

Voting rights are specified in the APAC Constitution.

A preferential voting system shall be used where APAC Members number candidates on the ballot paper in rank order of choice.

1. NOMINATIONS COMMITTEE

The General Assembly shall establish a committee charged with the task of processing nominations and facilitating elections for the positions of APAC Chair and other members of the Executive Committee.

The Nominations Committee shall consist of the Quality Manager who shall Chair the Committee, and two representatives from Full or Associate Members appointed by the General Assembly on the recommendation of the Executive Committee.

Members of the Nominations Committee may be appointed for a three-year term, and casual vacancies shall be filled for the balance of the original term by appointment by the General Assembly on the recommendation of the Executive Committee.

Candidates for election shall not be eligible to participate in the Nominations Committee. In such circumstances, the Executive Committee shall appoint a replacement Committee Chair or member before the election.

1. NOMINATION PROCESS

Not less than two months prior to any elections are to be held, the APAC Secretary on behalf of the Chair of the Nominations Committee shall advise the official General Assembly delegate of each Full and Associate Member that elections are to be held and invite the nomination of suitable candidates for the relevant positions. The invitation shall include advice on any special conditions which may apply to particular positions.

Nominations can only be made by the official General Assembly delegate of an APAC Full or Associate Member. Self-nominations are not accepted.   
  
Nominees for the APAC Executive Committee (excluding for the position of APAC Chair) must be the official General Assembly delegate of an APAC Full or Associate Member. Nominees for the position of APAC Chair (who is also the Executive Committee Chair) must be the official General Assembly delegate of an APAC Full Member.

Any member wishing to nominate candidates shall obtain the agreement of those candidates for such nomination prior to submitting a completed nomination form (FGOV-003) to the Chair of the Nominations Committee, with a copy to the APAC Secretariat.

To facilitate the submission of a nomination form, an email accepting the nomination and accompanying the completed nomination form will be accepted as equivalent to a signed form.

Nominations shall be accepted no later than 24 hours prior to the commencement of the General Assembly meeting when the election is to take place as part of the General Meeting.

1. BALLOT PROCESS

Where more than one nomination is received for any position, the Nominations Committee shall arrange for a secret ballot by the General Assembly delegates. Ballots shall be scrutinised and counted by the APAC Secretary and Nominations Committee members. Individual ballot responses shall not be communicated to any other parties.

To be elected, a candidate must achieve an absolute majority (greater than 50 percent of all valid votes cast) of formal votes cast using the preferential voting system described below.

A ballot paper shall be prepared by the Nominations Committee listing all candidates in an order that shall be decided by selecting the names at random.

Only the official General Assembly delegate or an alternate, nominated in writing, is entitled to vote.

Members entitled to vote, shall indicate their preferences by placing the numbers 1, 2, 3… in order of preference against the candidates of their choice up to at least the number of positions to be filled.

A vote that is not marked with sufficient preferences will not be declared invalid.

A vote will be declared invalid if it is:

* not marked;
* not marked with numbers (e.g. marked with a symbol);
* not marked with at least the number 1;
* marked in such a way that the voter’s intention is unclear.

The Nominations Committee shall be responsible for the conduct of all ballots associated with the election of office bearers, and for certifying and declaring the results of the elections.

1. PREFERENTIAL VOTING SYSTEM

Elected candidates are determined one at a time. One candidate per round of counting is elected.

* 1. Step 1

Distribute **all** votes on the basis of the first preference – one labelled pile for each candidate.

If any one candidate has a majority (50% or more) of the total votes, (s)he is duly elected. Collect up **all** votes and go to the next round Step 4. If no one candidate has a majority of the votes, go to step 2.

* 1. Step 2

For the candidate with the least number of votes (or candidates with the equal least number of votes), redistribute their votes amongst the other candidates on the basis of the second preference.

The candidate(s) with the least number of votes are now eliminated from **this** round of voting.

If any one candidate has a majority (50% or more) of the total votes, (s)he is duly elected. Collect up **all** votes and go to next round (Step 4). If no one candidate has a majority of the votes, go to Step 3.

* 1. Step 3

Repeat Step 2 for the remaining non-eliminated candidates until any one candidate has a majority (50% or more) of the total votes, and is duly elected.  
Collect up **all** votes and go to next round Step 4.

* 1. Step 4

Redistribute **all** votes on the basis of the first preference (as in Step 1). For elected candidates from previous rounds, redistribute the votes for all the elected candidates amongst the other (non-elected) candidates on the basis of the second preference (or third or fourth etc preference if preferred candidates are already elected).

If any one candidate has a majority (50% or more) of the total votes, (s)he is duly elected. Collect up **all** votes and go to the next round (repeat Step 4). If no one candidate has a majority of the votes, go to Step 5.

* 1. Step 5

For the remaining (non-elected) candidates, go to Step 2.

Repeat Steps 4 and 5 until the required number of candidates have been elected.

1. AMENDMENT TABLE

This table provides a summary of the changes to the document with this issue.

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| --- | --- | --- |
| **Date** | **Section(s)** | **Amendment(s)** |
| 20/02/2019 | 3, 4 | Further changes made to facilitate the election of officers and committee members at times other than at General Assemblies. The Executive Committee made this change in accordance with Clause 17 of PAC GOV-001 *APAC Constitution*. |
| 28/01/2019 | 3, 4 | Changes made to facilitate the election of officers at times other than at General Assemblies. The Executive Committee made this change in accordance with clause 4 in Annexure 1 of the Constitution. |
| 01/01/2019 | All | New issue on establishment of APAC. Document based upon the following:   * APLAC MS 000 APLAC Management System Manual Issue No. 1 * APLAC SEC 102 Issue No. 1 Counting Preferential Votes |