**SCHEDULE B – METHOD OF VOTING (QUOTA PREFERENTIAL)**

**1.** Complete the normal arrangements for the proper conduct of the ballot ensuring that:

**1.1.** Voting papers are prepared with the names of candidates listed in an order determined by lot and showing the number of persons to be elected; and

**1.2.** Only members properly qualified in accordance with the Party Rules can obtain a vote; and

**1.3.** Voters are instructed either verbally or in writing, whichever is the more convenient, to the following effect: "For your vote to be valid you must vote for at least one candidate by placing the figure 1 opposite the first candidate of your first choice. You may then show continuing preferences by placing the continuing figures 2, 3. 4 and so on, opposite the names of the other candidates in the order of your choice."

**2.** Fix the time, date and place at which the ballot will be held and counted and advise all concerned; conduct and proceed with the count in the following manner:

**2.1.** After the close of the ballot, remove all voting papers from the ballot boxes, scrutinise each and exclude as informal all voting papers that do not comply with the instruction given under clause 1.3 of this Schedule. For the purposes of determining the formality of a voting paper, if there is tick or cross against the name of a candidate and there are no other numbers, ticks crosses or any other markings against the name of any other candidates on the ballot paper, the tick or cross shall be deemed to be the figure 1.

**2.2.** Sort the formal papers according to the first preferences shown for each candidate and record the tallies of each in the respective columns of the "Count Sheet", with each voting paper having the value of 1,000 points. Electronic Count Sheets approved by the Administrative Committee may be used in place of a physical count sheet. Any candidate will be permitted to scrutinise a physical or electronic count sheet. A copy of the count sheet will be provided to a candidate upon request.

**2.3.** Total the number of formal votes and work out the "quota" in accordance with the following formula:

$$\frac{\text{Total number of formal votes cast x 1,000 points}}{\text{Number of vacancies to be filled + 1}}$$

The result obtained is taken to the next whole figure, which becomes the "quota".

Example: To elect six candidates from a total of 150 formal votes polled.

$$\frac{150 \text{ X } 1,000}{6 + 1} = \frac{150,000}{7}$$
$$= 21,428 \ 4/7 \quad = \quad 21,429 \text{ points}$$

Note: this formula provides that only the required number of vacancies can receive a "quota" of points.

**2.4.** Subject to the Affirmative Action principles of clause 7 of this Schedule, record as elected all candidates whose value of first preference papers equals or exceeds the quota, in order of their election, commencing with the highest number of points polled, then next and so on. In the circumstances where is an equality of the value of first preference papers, the Returning Officer shall determine the order by lot.

**3.** If number of candidates elected in accordance with clause 2.4 of this Schedule does not fill all the vacancies, the preference votes of the elected candidates are then distributed among the remaining candidates in the following manner:

**3.1.** Re-sort the first preference papers of the highest candidate according to the next preference shown for a continuing candidate (who is not yet recorded as elected or defeated), and count the total papers allotted to each continuing candidate. Note: Voting

papers which show no further preference are called exhausted papers; record the number of them.

**3.2.** Work out the transfer value of each voting paper of the candidate whose surplus of first preference papers is being transferred. Find the surplus by subtracting the quota from the value of their preference papers. Divide the surplus by the number of papers, including the exhaustive papers. The whole number part of the result is the transfer value; the small remainder is entered opposite the Remainders entry on the counting sheet in order to keep the total points correct. Any exhausted ballot papers are then excluded and their value is then recorded on the counting sheet.

**3.3.** Work out the value of the papers allotted to each continuing candidate, by multiplying the number of pages allotted to them by the transfer value of each paper.

**3.4.** Credit the value in points for each continuing candidate to them on the counting sheet and add to the previous progress totals. The new grand total must agree with the previous grand total if all the work has been done correctly. Find and correct any errors.

**3.5.** Repeat the steps in clauses 3.1 – 3.4 of this Schedule with the papers of the candidates with the second highest value of first preference papers, and so on in order of reducing number of points. If two surpluses are equal, the Returning Officer must decide which to take first.

**3.6.** Subject to the Affirmative Action principles of clause 7 of this Schedule, any candidate who, whenever step in clause 3.4 of this Schedule is done, obtains a quota or more of points, is recorded as elected. No more papers are allotted to them beyond the bundle which gave the surplus. But all elected candidates who obtained their quota earlier than them, must have their surpluses dealt with first, even if theirs are larger.

**3.7.** When, occasionally, a candidate receives an exact quota and no surplus, their papers are set aside, since they will not be required again in this election.

**3.8.** When a candidate receives a surplus of points as a result of the preference distribution of another elected candidate, only the last bundle of papers received which produces the surplus is used to spread that surplus among the continuing candidates at a new transfer value. The earlier papers are removed from the ballot, as they are not involved in any of the surplus points still available for distribution.

**3.9.** When two equal surpluses are made by the transfer of one bundle of papers, transfer first the surplus of the candidate who had the higher progress total of points when they were last unequal. If every previous progress total was equal the Returning Officer must decide.

**3.10.** The Returning Officer may, if they choose, delay the transfer of a surplus, if the value of that surplus together with the value of any other surplus not yet transferred:

**3.10.1.** is less than the difference between the quota and the highest progress total of a continuing candidate; and

**3.10.2.** is also less than the difference between the progress totals of the two lowest continuing candidates.

**3.11.** Where a transfer of a surplus is delayed, the situation must be examined after every candidate is dealt with in order to see if both conditions are still being fulfilled. Transfer of one surplus may not be delayed so that a later one can be done. To postpone the transfer of a surplus may save considerable time in sorting later on, but is not recommended for beginners.

4. When the transfer of all surplus points of the elected candidates have been carried out or safely delayed, and vacancies remain to be filled, candidates then remaining are dealt with as follows:

   4.1. Record as defeated all candidates with no points and remove their names from the counting table.

   4.2. Declare the candidate with the lowest progress total of points defeated and distribute their papers bundle by bundle in the order in which they were received. Each continuing candidate is allotted those papers, on which they are indicated as preferred to any other continuing candidate, at the same values at which the papers were originally received by the defeated candidate. Keep every bundle of papers separate even though a candidate has other papers of the same transfer value.

   4.3. Clauses 3.6 to 3.7 of this Schedule apply to each bundle of voting papers dealt with in Clause 4.2 of this Schedule.

   4.4. When a candidate receives their quota in this way, no further papers are allotted to them, and the distribution of the defeated candidate's papers must be completed before the new surplus is transferred. On the other hand, transfer of the new surplus must be either done or safely delayed, before another candidate is eliminated.

   4.5. When it becomes necessary to eliminate a candidate and two (or more) candidates have equal progress totals lower than any other progress total, the Returning Officer shall decide by lot which candidate is to be eliminated first.

   4.6. The procedure, of transferring the surpluses of successful candidates and of eliminating in succession the defeated candidates, is continued until the election is finished. The election is finished when:

      4.6.1. The number of candidates recorded as elected equals the number of vacancies; or

      4.6.2. Only one vacancy remains unfilled and two continuing candidates remain, in which case the candidate with the higher progress total is recorded as elected (since all the papers of the other candidate must go either to them or to exhausted); or

      4.6.3. The number of continuing candidates is equal to the number of vacancies not yet filled, in which case all these candidates are recorded as elected.

5. The result of an election or any part of it is not to be challenged because the Returning Officer did not use the official counting sheet.

6. The voting papers must be retained by the current Returning Officer for the term of office of the elected member, so that casual vacancies may be filled by a recount of the papers.

7. To meet the affirmative action requirements of Rule 3, in all elections the Returning Officer must ensure that the minimum percentage of positions are filled by women. If the calculation to determine the minimum percentage results in a fraction of more than one half then the minimum percentage shall be the next higher whole number, and where it results in a fraction of one half or less it shall be the next lower number. This shall be achieved by the following procedure:

   7.1. Immediately before recording as elected any male candidate, the Returning Officer must calculate whether the election of that candidate would be contrary to the Affirmative Action requirements. If so, the Returning Officer must reverse the last distribution of papers.

   7.2. Exclude the remaining male candidates.

**7.3.** Take all the papers off the table (including those of unelected female candidates).

**7.4.** Make a new place marker for each female candidate not yet elected, and a new count-sheet for the affirmative action count carrying forward previous quotas, remainders, etc. (note: all such candidates are reintroduced to the count at zero votes, regardless of how many votes they had earlier in the count), then re-introduce any defeated female candidates into the count at a zero number of points.

**7.5.** Distribute any surpluses not previously distributed from the already elected candidates, in the order they were declared elected, between the female candidates on the table. If a candidate is elected on this surplus, she is not allocated any further ballot papers.

**7.6.** Re-distribute any previously exhausted papers bundle by bundle in the order in which they were previously declared exhausted. Each continuing female candidate is allotted those papers on which she is indicated as preferred to any other continuing female candidate, at the same values at which the papers were originally excluded, keeping every bundle of papers separate. Once a candidate reaches the quota she is not allocated any further ballot papers beyond the bundle that elected her.

**7.7.** Re-distribute in an order determined by lot the papers of any female candidate still in the count at the time the Rule in clause 7.1 of this Schedule was applied, bundle by bundle in the order in which they were received by the female candidate. Each continuing female candidate is allotted those papers on which she is indicated as preferred to any other continuing female candidate, at the same values at which the papers were originally received by the first mentioned female candidate, keeping every bundle of papers separate. Once a candidate reaches the quota she is not allocated any further ballot papers beyond the bundle that elected her.

**7.8.** Re-distribute in an order determined by lot the papers of the excluded male candidate, bundle by bundle in the order in which they were received by the male candidate. Each continuing female candidate is allotted those papers on which she is indicated as preferred to any other continuing female candidate, at the same values at which the papers were originally received by the excluded male candidate, keeping every bundle of papers separate. Once a candidate reaches the quota she is not allocated any further ballot papers beyond the bundle that elected her.

**7.9.** After all the votes taken off the table under this clause have been allocated, commence the distribution of any surpluses of the women elected by virtue of the Affirmative Action provisions.

**7.10.** Continue the count in accordance with clauses 3 and 4 of this Schedule.

**8.** To meet the requirements of Rule 8.3.2.1 in the elections of National Conference delegates under Rule 8.3.2, the Returning Officer must ensure no less than two positions are filled by non-metropolitan candidates. This shall be achieved by the following procedure:

**8.1.** After recording as elected the last candidate/s pursuant to clause 4.6 of this Schedule and complying with the Affirmative Action requirements in Rule 3, the Returning Officer must calculate whether at least two of the positions have been filled by non-metropolitan candidates. If not, the Returning Officer must than calculate the number of additional non-metropolitan candidates that would need to be elected to satisfy the requirements of Rule 8.3.2.1.

**8.2.** Starting from the last candidate elected, the Returning Officer must unelect and exclude elected metropolitan candidates until there are enough vacancies for the requirements of Rule 8.3.2.1 to be satisfied. If unelecting and excluding any elected metropolitan candidates

would contravene any of the Affirmative Action requirements in Rule 3, the Returning Officer must unelect and exclude the last elected candidate/s whose unelection and exclusion would not contravene any of the Affirmative Action requirements.

**8.3.** Exclude any unelected metropolitan candidates.

**8.4.** Take all the papers off the table (including those of unelected non-metropolitan candidates).

**8.5.** Make a new place marker for each non-metropolitan candidate not yet elected, and a new count-sheet for the non-metropolitan delegate count carrying forward previous quotas, remainders, etc. (note: all such candidates are reintroduced to the count at zero votes, regardless of how many votes they had earlier in the count), then re-introduce any defeated non-metropolitan candidates into the count at a zero number of points.

**8.6.** Re-distribute the papers of the metropolitan candidate/s unelected and excluded in clause 8.2 of this Schedule, in the order they were declared elected. Each continuing non-metropolitan candidate is allotted those papers on which they are indicated as preferred to any other continuing non-metropolitan candidate. These papers will be allocated at the same values at which the papers were originally received by the metropolitan candidate/s, unless the surplus of these papers has been used to elect another candidate who has not subsequently been unelected. In that case, the value of these papers will be the value at which the papers were originally received minus the transfer value of the surplus. Once a candidate reaches the quota they are not allocated any further ballot papers beyond the bundle that elected them.

**8.7.** Distribute any surpluses not previously distributed from the already elected candidates, in the order they were declared elected, between the non-metropolitan candidates on the table. If a candidate is elected on this surplus, they are not allocated any further ballot papers.

**8.8.** Re-distribute any previously exhausted papers bundle by bundle in the order in which they were previously declared exhausted. Each continuing non-metropolitan candidate is allotted those papers on which they are indicated as preferred to any other continuing non-metropolitan candidate, at the same values at which the papers were originally excluded, keeping every bundle of papers separate. Once a candidate reaches the quota they are not allocated any further ballot papers beyond the bundle that elected them.

**8.9.** Re-distribute in an order determined by lot the papers of any non-metropolitan candidate still in the count at the time clause 8.1 of this Schedule was applied, bundle by bundle in the order in which they were received by the non-metropolitan candidate. Each continuing non-metropolitan candidate is allotted those papers on which they are indicated as preferred to any other continuing non-metropolitan candidate, at the same values at which the papers were originally received by the first mentioned non-metropolitan candidate, keeping every bundle of papers separate. Once a candidate reaches the quota they are not allocated any further ballot papers beyond the bundle that elected them.

**8.10.** After all the votes taken off the table under this clause have been allocated, commence the distribution of any surpluses of the non-metropolitan candidates elected by virtue of Rule 8.3.2.1.

**8.11.** Continue the count in accordance with clauses 3 and 4 of this Schedule.

**9.** To meet the requirements of Rule 9.5.14, in the election of the Aboriginal & Torres Strait Islander Affairs Policy Committee the Returning Officer must ensure all Aboriginal or Torres Strait Islander candidates are elected to the Committee before any non Aboriginal or Torres Strait Islander

candidates, subject to the Affirmative Action requirements of Rule 3. This shall be achieved by the following procedure:

**9.1.** Before declaring any candidates elected in accordance with clause 2.4 of this Schedule, the Returning Officer must ascertain if there is Aboriginal or Torres Strait Islander candidate/s in the ballot. If so, the Returning Officer must exclude all non Aboriginal or Torres Strait Islander candidates and re-distribute their first preference papers at full value according to the first preference shown for an Aboriginal or Torres Strait Islander candidate. Voting papers which show no preference for an Aboriginal or Torres Strait Islander candidate shall be set aside and treated as exhausted papers.

**9.2.** Record as elected all Aboriginal or Torres Strait Islander candidates whose bundle of voting papers equals or exceeds the quota, in order of their election, commencing with the highest number of points polled, then next and so on. In the circumstances where there is an equality of the value of first preference papers, the Returning Officer shall determine the order by lot.

**9.3.** If the number of Aboriginal or Torres Strait Islander candidates elected in accordance with clause 9.2 of this Schedule does not fill all vacancies, the Returning Officer must follow the steps outlined in clauses 3 and 4 of this Schedule in relation to the continuing Aboriginal or Torres Strait Islander candidates.

**9.4.** If all Aboriginal or Torres Strait Islanders have either been elected or defeated and there are still vacancies to fill, the Returning Officer will re-introduce the defeated Aboriginal or Torres Strait Islanders candidate/s and elect them to the remaining vacancies, starting from the candidate last defeated, until all vacancies have been filled or there is no remaining defeated Aboriginal or Torres Strait Islanders candidates.

**9.5.** If the number of Aboriginal or Torres Strait Islander candidates elected in accordance with clauses 9.2 – 9.4 of this Schedule does not fill all vacancies, the Returning Officer must re-introduce all non Aboriginal or Torres Strait Islander candidates into the ballot.

**9.6.** Distribute any surpluses not previously distributed from the already elected Aboriginal or Torres Strait Islander candidates, in the order they were declared elected, between the non Aboriginal or Torres Strait Islander candidates on the table. If a candidate is elected on this surplus, they are not allocated any further ballot papers.

**9.7.** Any voting papers treated as exhausted papers under clause 9.1 of this Schedule will be re-introduced into the ballot and distributed to the highest non Aboriginal or Torres Strait Islander candidate preferenced, at the value they held when they were set aside and treated as exhausted papers.

**9.8.** Commence the distribution of any surpluses of the non Aboriginal or Torres Strait elected by virtue of clauses 9.6 and 9.7 of this Schedule.

**9.9.** Continue the count in accordance with clauses 3 and 4 of this Schedule.

**9.10.** If at any point the election of any candidate would be contrary to the Affirmative Action requirements of Rule 3, the Returning Officer must continue the count in accordance with clause 7 of this Schedule. However, if there are any female Aboriginal or Torres Strait Islanders in the ballot, the Returning Officer must ensure all female Aboriginal or Torres Strait Islander candidates are elected to the Committee before any female non Aboriginal or Torres Strait Islander candidates. This shall be achieved by following clauses 9.1 – 9.9 of this Schedule and applying it to female candidates only.

**10.** Except in preselections between the end of the voting in the Local Plebiscite and the POSC meeting, no candidate shall be permitted to withdraw from the election between the close of the

poll and the declaration of the ballot. A candidate for preselection may only withdraw in writing to the State Secretary.