

Election of Committee Member Policy

NSW Central West Muslims Association (NSWCWMA)

Version: 1.0

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Purpose

This policy outlines the election procedures for committee members of the NSW Central West Muslims Association (NSWCWMA), ensuring adherence to the NSWCWMA Constitution and ACNC guidelines. This policy guarantees a fair and transparent election process, in line with the organizational values and regulatory requirements.

Eligibility for Committee Members

- Any member of NSWCWMA in good standing may be nominated for an office-bearer or ordinary committee member position, as defined in Clause 15(1) of the Constitution.
- Candidates must be eligible under the rules specified in the Associations Incorporation Act 2009 and meet all requirements in the NSWCWMA Constitution.

Nomination Process

1. Nomination Requirements

- Nominations must be submitted in writing, signed by at least two (2) members (excluding the candidate), and accompanied by the written consent of the candidate.
- Nominations must be given to the Secretary at least seven (7) days before the date of the Annual General Meeting (AGM) in which the election is held, in line with Clause 15(2).

2. Handling Insufficient Nominations

- If the number of nominations is less than the number of vacancies, those who are nominated are deemed elected, and additional nominations will be solicited at the AGM, as per Clause 15(3).

3. Excess Nominations

- If more nominations than vacancies are received, a ballot must be conducted in accordance with Clause 15(7).

Voting Procedure

1. Minimum Quorum Requirement

- For voting purposes, a quorum of at least five (5) members entitled to vote must be present at the AGM, as stipulated in Clause 31(1). If a quorum is not met within 30 minutes of the scheduled start, the meeting will be adjourned to the same time and place in the following week (Clause 31(3)).

2. Method of Voting

- Voting will be conducted by a show of hands as the default method at the AGM, provided a quorum is present. This method aligns with the requirements under Clause 34(3)(a) and (4), allowing the presiding member to declare the results based on the count of raised hands.

3. Written Ballot Option

- A written ballot may be used if requested by the presiding member or by at least five (5) members (Clause 34(3)(c)), in which case voting will be conducted in accordance with Clause 34(5).

4. Declaration of Results

- The presiding member will announce the election results based on the majority decision. This declaration, if decided by a show of hands, will be entered into the association's minute book as per Clause 34(4)(b).

5. No Proxy Voting

- Clause 34(6) stipulates that proxy voting is not permitted, meaning only those members present at the AGM are eligible to vote.

Terms of Office

- Committee members hold office from the date they are elected until immediately before the following AGM, at which point they may stand for re-election, as stated in Clause 16(1) and (2). There is no limit to the number of consecutive terms a member may serve (Clause 16(3)).

Casual Vacancies

1. Filling Casual Vacancies

- Should a committee position become vacant between AGMs, the committee may appoint a qualified member to fill the role until the next AGM, as outlined in Clause 17(5) and (6).
- In situations where committee membership falls below the minimum required to constitute a quorum, the committee may appoint members to restore the quorum (Clause 23(5)).

2. Conditions for Casual Vacancies

- According to Clause 17, a committee member's position may be deemed vacant under specific circumstances, including resignation, absence without consent, or other stipulated criteria.

Conflict of Interest

- Committee members are required to disclose any conflicts of interest prior to participating in election-related activities or discussions, per the guidelines in the NSWCWMA Constitution and best practices.
- Members with conflicts of interest are to abstain from voting on matters where a conflict exists.

Record of Election

- Election outcomes and voting records will be documented in the minutes of the AGM by the Secretary, as required by Clause 18(2).

Contact Information

For further information regarding the Election of Committee Members, please contact the Secretary at info@nswcwma.com.au.