

Running A P&C Election

P&C Elections

Appointment of Returning Officer

- Returning Officers are appointed by the Chair to count and return ballots in the case of multiple nominations for any role.
- It is recommended that the Returning Officers (two) be independent of the P&C, but if this is not possible then WACSSO recommends an Office Bearer and the Principal (*ex officio*) are appointed.

Nominations

- Nominations for any role or position can be accepted prior to the meeting or after nominations are called for ('from the floor').
- Nominations may be accepted by a member not in attendance if it is in writing and membership obligations have been completed.

Election procedure for all Office Bearer roles and Executive and sub-committee positions

- Elections are placed after Reports and before General Business on the meeting agenda.
- Each election will be held separately.
- Order of election – President, Vice President, Secretary, Treasurer, Executive Committee then other positions
- If the position of President is contested between the incumbent President and another nominee, a neutral person will chair during the election process for this position
- Nominations are called for the position e.g., "Item (item number) on the agenda. The election of (position title). The Chair calls for nomination for the position of (position title)"
- After a brief period allowing for nominations, nominations are then closed e.g., "hearing no more nominations, nominations for the position of (position title) are now closed."
- The chair will then read out the nominations for the role.

- There is no seconding of nominations. Once a member nominates, their nomination is accepted.
- If there is only one nomination for a position the nominee is declared elected unopposed e.g. "The Chair declares (insert name) elected to the position of (position title) unopposed."
- If there are multiple nominations then an election must be held by ballot.
- The names of the nominees are read out. Optional: The Chair may ask each nominee to speak to their nomination (one-minute maximum) and may also ask if any nominee wishes to withdraw from the election.
- Ballot papers are distributed and collected by the returning officers. The returning officers will leave the room to count the ballot, write down the result and hand the result to the Chair upon return.
- The Chair will then announce the result e.g. "The Chair declares (insert name) elected to the position of (position title)."
- If there is a tie of votes between two or more candidates, the result will be declared by lot (see the P&C Constitution 2019 glossary).
- There is no scope for a recount of ballots and a second ballot is not permitted. The first ballot result is the outcome. Members may not see the ballots.
- The Chair directs the Returning Officers to destroy the ballot papers.
- New Office Bearers, Executive Committee members and other newly appointed positions take effect at the 'rise of the meeting' (end of the meeting).

The Rules of Debate and Standing Orders can be found in the WACSSO Constitution & Rules, P&C President's Guide and The Effective Meeting Guidelines booklet. These WACSSO publications are available from our website. For further information, please visit the website, call 9264 4000 or email info@wacssso.wa.edu.au.