

# 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

- The order of election will be: President, Vice President, Secretary, Treasurer, Executive Committee.
- Nominations are called for the position. After a brief period allowing for nominations,
- Nominations are then 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.
- If there are multiple nominations then an election must be held by ballot. The Chair may ask each nominee to speak to their nomination.
- 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.
- If there is a tie of votes between two or more candidates, the result will be declared by lot which means drawn out of a hat.
- There is no scope for a recount of ballots and a second ballot is not permitted. The first ballot 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 after the meeting concludes

The Rules of Debate and Standing orders can be found in the WACSSO Effective Meeting Guidelines booklet, available on the WACSSO website. For further information, please visit the website, call 9264 4000 or email [info@wacssso.wa.edu.au](mailto:info@wacssso.wa.edu.au).