

## **Bylaw for Postal Voting for Positions on the Association Council:**

### **1. Nominations.**

(a) The Secretary, who shall be the returning officer for elections, shall each year call for nominations for the positions on the Association Council becoming vacant at the next Annual General Meeting.

(b) The Secretary shall set a date for receiving nominations that is no less than three weeks after mailing the call for nominations.

(c) Nominations must be received by the due date, and may each be accompanied by a photograph of and written information not exceeding 250 words about the candidate.

(d) The Secretary shall publish the information and photograph of each candidate to the members. Untrue or defamatory material shall not be published. Overlong submissions shall be shortened to 250 words or less before publication.

### **2. Voting papers.**

Candidate information, ballot papers and voting instructions shall be posted to the members at least three weeks before the Annual General Meeting.

### **3. Return of Ballots**

(a) Members wishing to vote shall return the ballot paper to the Secretary at the Association's usual address, or at the Annual General Meeting.

(b) Ballots sent to the usual address must be received seven days before the Annual General Meeting to be assured of being included in the count.

(c) Where possible, ballots shall be forwarded folded in an envelope, the outside of which is marked with the sender's name and address. Ballots whose source cannot be identified cannot be counted.

(d) Each husband and wife or members of a partnership that have a joint membership of the Association shall have a separate vote up to a maximum of two per membership. The Secretary, shall, however, post one voting form only for each membership, and members wishing to exercise the second vote may copy the ballot paper or request a second one from the Secretary. No more than two ballot papers shall be in one envelope.

### **4. Counting**

(a) The Secretary shall hold all ballot papers received in a separate envelope for each membership, where possible the envelope sent by the member, and deliver them to the Annual General Meeting. He shall mark the envelope with the number of votes the members are entitled to.

(b) The Chairman of the Annual General Meeting shall announce a time for the closing of the ballot at the beginning of the meeting. Further ballots may be received until that time.

(c) After the ballot has closed, scrutineers appointed by the meeting shall check that the voter(s) is/are a member(s) and has/have paid the current subscription, and shall record the fact that that member has voted before opening the envelope.

(d) Ballot papers shall be separated from envelopes and placed without unfolding in a sealed ballot box to ensure the secrecy of the ballot. Envelopes from non-financial members shall be destroyed unopened.

(e) The ballot box shall be opened once all ballots have been placed in it, and the contents counted by the scrutineers. Votes that are informal because the member has not followed the procedures in this bylaw shall not be counted.

(f) The person receiving the largest number of votes shall be elected, and the person receiving the second most votes shall also be elected and so on until all vacancies have been filled.

(g) The Secretary shall forthwith destroy all ballot papers unless the Annual General Meeting directs that votes be recounted. Papers shall be destroyed as soon as possible after that.

(h) The results of the voting shall be announced at the Annual General Meeting or as soon as possible thereafter, and in the next publication posted to members.

(i) The voting instructions are to include a statement that members may cast their vote at the Annual General Meeting, and the Secretary is to bring additional envelopes and ballot papers to the meeting to facilitate this.