

APPENDIX A

Steps in the process of calling for nomination and holding elections. What the proposed changes comprise.

We wish to:

1. Have the President arrange for nomination forms calling for nominations for Office Bearers (President, Vice President, Secretary or Treasurer) 3 weeks before the AGM and have nominations close 1 week before the AGM.
2. At the same time the President calls for nominations for the Committee (3 weeks before the AGM) and have nominations close 1 week before the AGM.
3. If more than one person is nominated for an Office Bearer position, then the Chair of the AGM conducts a ballot for that position at the AGM. This is also the case if there are more candidates for the committee than there are vacancies. (Note, in the rules already, the President of the FoL steps aside from Chairing the AGM for the purpose of the election of office bearers and Committee).
4. Members who are present may vote in person. Members who wish to vote but can not be present on the day may appoint another member to be their proxy. The notice of meeting will confirm that Proxy forms will be on the website at the same time as the call for nominations. Members may direct how their proxy is to vote or may leave it open.
5. A candidate for election may indicate whether, if they fail to be elected for the position nominated, they wish to be considered for an alternative Office Bearer position (and if so, which one); or for a position on the Committee as an ordinary committee member.
6. A Member may nominate or accept a nomination for more than one office to be occupied concurrently (for example Vice President and Secretary).
7. If nominations for the Committee are less than or equal to the number of vacant positions on the Committee then at the AGM there will be no need for a ballot and those members who nominated by nomination date (1 week before the AGM) will be declared elected by the Chair at the AGM.
8. If there are still vacant positions for the Committee at the AGM, the Chair will call for nominations from the floor, for the vacant positions only, and a ballot for those positions will be held.
9. To tidy up voting rights, and to be consistent with eligibility to stand for election, there are proposed changes so that
 - a. members may vote only if the annual subscriptions are up-to-date and in the case of an AGM are paid no later than the nomination date which is one week before the AGM and
 - b. members are eligible to stand for election only if their subscriptions are up-to-date by the nomination date or their nomination becomes invalid.
10. Proxy forms will also offer absentee members the opportunity to register their voting intention in advance of the AGM on other motions (if any) to be presented at the AGM
11. Absentee members may nominate their proxy to vote for them on some or all matters at the AGM.