

VOTING CODE FOR ELECTION OF THE NATIONAL COUNCIL

Approved on 7 October 2019 by EESA National Council.
Updated on 30 September 2020 with National Council approval:
The minimum election period was changed from 3 weeks to 1 week.
Last revised on 17 September 2024 and approved annually.

COMPLIANCE WITH THE EESA CONSTITUTION

The election of National Council members shall be conducted in strict accordance with the requirements set out in the EESA constitution. If any conflict exists between this code and the EESA constitution, then the EESA constitution shall prevail.

RETURNING OFFICER

The Returning Officer shall be the Secretary. The President and the Returning Officer shall appoint an independent person(s) to assist in the election process.

ELECTION METHOD

The election shall be conducted as an electronic ballot using [Election Runner](#) or a system of equal capability. The minimum capability shall be:

- Randomised order of candidates on the electronic ballot paper.
- Direct view by voters of candidate statements and passport photo.
- Candidate state chapter affiliation to be shown on the ballot form.
- Blocking the possibility of multiple voting by a member.
- Ensuring that only eligible voters are able to cast a vote.
- High levels of security.

TIMELINE TO BE PROVIDED BY THE RETURNING OFFICER TO THE NATIONAL COUNCIL

- Call for nomination begins.
- Call for nominations close – (minimum 2 weeks).
- Voter membership cut-off date shall be the date nominations close (this defines the cut-off date for voter eligibility).
- Electronic ballot begins.
- Election ballot closes (minimum election period 1 week although 10 days is preferred).
- Provisional election results provided to National Council and candidates.
- Official election results provided to the EESA membership (prior to the AGM).

CALL FOR NOMINATIONS

The Returning Officer shall call for nominations by:

- Advertising in the bulletin.
- By email to all classes of EESA members.

The communication must clearly define the eligibility to stand for office as per the constitution. The communication must also indicate the number of persons to be elected (this will be 2 or 3 as per the constitution).



Candidates must fill out a nomination form with a seconder who is a member of EESA. Candidates shall be invited to provide a passport photo and an election statement (maximum 500 words).

The Returning Officer shall assess the eligibility of all nominations to stand for office in accordance with the constitution. This shall include an assessment of:

- Membership grade.
- Length of time at the appropriate member grade (cl 8.7.2).
- Financial status.

CONDUCT OF THE ELECTION

Eligible voters shall be identified by being financial at the "eligibility date". Eligible voters only shall be invited to vote by email from *Election Runner*. Where votes are not cast during the election period, a minimum of two reminder emails shall be sent during the election process.

In addition, eligible voters shall also be sent an email from the EESA stating that if they have not received an *Election Runner* email, they should contact the Returning Officer who will make the necessary arrangements to allow voting.

Where an email address is ineffective in allowing a voter to cast a vote, postal mail or other means may be used to allow a voter to cast an online electronic vote.

METHOD OF VOTE COUNTING

The Returning Officer must approve a ballot form for the election.

The ballot form must:

- show the number of vacant positions.
- show the names of eligible candidates and the chapters they are from.
- be arranged in randomly changing order. i.e., individual voters will see candidates listed in varying orders.
- have a box next to each candidate's name having the capability to accepting a "X" or similar.
- display suitable voting instructions.
- allow only the submission of valid votes.

Voting instructions must state:

- the voting cut-off date/time.
- mark the voting form by putting "X" in the square next to the candidates that the member most favours.
- to create a valid vote, a voter must vote for a minimum of one candidate and a maximum of the number of candidates to be elected (this will be 2 or 3).

THE COUNT METHOD

As soon as practicable after the closing time for an election, the Returning Officer must determine whether or not each vote is valid in accordance with these guidelines.

In counting votes:

- for each candidate, add the number of votes cast.



- rank all the candidates from highest number of votes to the lowest number of votes.
- where two or more candidates have the same vote count, the candidates shall be separated by the toss of a coin.
- using the candidate rank order, select elected candidates with the highest number of votes consistent with each elected candidate being from a separate chapter (cl 14.25.7) and not giving any chapter a majority on the Council (cl 14.5). (This will require knowledge of the other elected and appointed National Council members).

ANNOUNCEMENT OF RESULTS

The Returning Officer shall:

- prepare an “election report” detailing votes received by each candidate, the rank order of candidates, the number of members invited to vote and a general description of the selection process used.
- on a confidential basis, provide a copy of the report to National Council members and candidates as soon as the report is completed.
- consider any dispute with the results raised by the candidates or any member of the National Council.
- provide to the EESA membership the results of the election (prior to the AGM).
- upload the “election report” to the EESA website, behind the member wall.

The result of the election shall take effect at the completion of the National EESA AGM.