



# **Baulkham Hills Netball**

## Life Membership Voting Policy

### Version 1

## 1. Objectives of the Life Membership Voting Policy

This policy has been developed to clearly outline the procedures involved in the nomination and approval for granting a Baulkham Hills Netball Life Membership via a voting system.

## 2. Definitions

**Affiliated Club** means a club who has paid the prescribed fee for that calendar year

**AGM** means Annual General Meeting

**Constitution** means the Constitution of Baulkham Hills Netball

**Club Delegate** Club's representative – must be a registered member of BHN

**Nominator** means a person who nominates another person for Life Membership

**Returning Officer** means in relation to elections the person appointed under the Constitution to conduct the election

**Roll of voters** means any affiliated club's delegates, Life Members or Executive eligible to vote on that day

## 3. Election of Life Members to BHN

- a) **Constitution** - Pursuant to clause 12.1 (d) of the Constitution, the election of a Life Member must be conducted in accordance with the requirements of this Policy and the Constitution.
- b) **External online voting services provider** - To conduct the election process, BHN shall engage the services of an external provider that specialises in online voting processes.
- c) **Online Voting Returning Officer** -The external provider engaged by BHN will appoint the Online Voting Returning Officer who will oversee the opening and closing of the election process (including election results). The Online Voting Returning Officer must be a suitably qualified, independent person (who is not an employee of BHN) and their appointment must be ratified by the BHN Executive. The Online Voting Returning Officer will confirm that they are satisfied that the election process has been conducted in a manner consistent with this Policy and the Constitution and that they are satisfied that the election results are true and correct.
- d) **Eligibility criteria** - As set out in the BHN Volunteer & Awards Recognition Policy.
- e) **Nomination of candidates** - As set out in the BHN Volunteer & Awards Recognition Policy.
- f) **Acceptance of nominations** - The BHN Executive shall review all nominations received to ensure that they meet the criteria defined for Life Membership and, if appropriate, shall put forward such nominations to the Voting Members to vote on. The Executive will make a decision on a nomination for Life Membership by the October Executive Meeting each year-and the BHN Secretary will advise the Online Voting Returning Officer accordingly.
- g) **Online & postal voting** - The ballot will be conducted using the online voting system administered by the external service provider appointed by BHN and, upon request,

via postal voting.

- h) **Roll of eligible voters** - The Secretary in conjunction with the Online Voting Returning Officer shall ensure that the roll of eligible voters as at the close of business on the day prior to the ballot being opened (as verified as accurate by the BHN Administrative Assistant) is uploaded on to the online voting system. The roll of eligible voters shall include:  
The Executive; Life Members; and the two Online Voting Delegates representing each affiliated Club who will be the Club President and Secretary, unless an alternative person is nominated in writing to BHN by the Club prior to the 30<sup>th</sup> September annually. The alternative nominated person(s) must be a member of the Club's Executive hold the position of Vice President, Treasurer or Registrar and hold primary membership with that Club. If an affiliated Club has failed to pay the required affiliation fee by the due date, the two Online Voting Delegates representing that affiliated Club shall not be entitled to exercise their votes.
- i) **Counting of votes** - As soon as practicable after the closing date and time of the ballot, the Online Voting Returning Officer shall finalise the vote count via the online voting system and shall then record the names of all candidates declared to be elected as Life Members. The Online Voting Returning Officer will provide this information to the Secretary to be announced at the AGM.
- j) **Announcement** - If an affirmative vote is returned, the award of Life Membership will be announced and presented at the Annual General Meeting.

If a negative vote is returned, the two nominators will be advised by the Association Secretary as soon as practicable following the vote count.