

By-law 6

6. COUNCIL ELECTIONS

In accordance with Rule 21(10) and rule 30 of the Institute's Rules of Association, this By-law has been approved to give better effect to those Rules which provide for the election of the Council by postal ballot in order to facilitate the proper and effective administration of the Institute.

- (1) Whereas Rule 11(1) provides that notice of a general meeting is to be sent out not less than 21 days before the date fixed for holding that meeting, where that meeting is the annual general meeting then for the purposes of Rule 11(1) the meeting notice shall accompany the ballot papers when sent to the members.
- (2) Consistent with Rule 4 and Rule 21(1), only a person who has fully paid their current subscription, and any earlier subscription if previously in arrears, at the time of their nomination is considered to be a Member eligible for election.
- (3) In Rule 21(2)(a) where reference is made to nominations of candidates for election being in writing, the nomination is to be in accordance with the Nomination Form which is Appendix 1 to this By-law. In the event of an election being held for a position, each candidate contesting that position will be required to provide one recent passport size photograph of the candidate and a statement of no more than 200 words from the candidate in support of their candidature.
- (4) In Rule 21(6) where it is said that the method of vote counting shall be in accordance with the optional proportional representation method, it is hereby prescribed that for the purposes of implementing this Rule, the Proportional Representation Manual, 3rd Edition 1977 (revised), of the Proportional Representation Society of Australia shall constitute the reference manual for the Institute's elections.
- (5) At least one copy of the Proportional Representation Manual 3rd Edition 1977 (revised), of the Proportional Representation Society of Australia shall be kept at the office of the Institute's Public Officer and at the offices of the Institute and shall be available for inspection at all reasonable times upon request by a Member of the Institute.

(6) The dates and periods applicable to the Institute’s elections shall be as follows

Call for Nominations	Nominations Received	Voting papers sent out	Members ballot papers returned	AGM
12 weeks to AGM	8 weeks to AGM	5 weeks to AGM	2 weeks to AGM	
4 weeks allowed for members to prepare their nominations and reply	3 weeks allowed for preparing ballot papers by the electoral officer and for candidates to supply photographs and statements of support	3 weeks allowed for members to consider and return their votes	2 weeks allowed for votes to be counted by electoral officer	Returning Officer declares election

In all instances, the stated period is intended to be the minimum which would be acceptable. Council at its discretion may by ordinary resolution adopt longer periods.

- (7) In accordance with the requirements of Rule 19(2) the form of proxy to be used by Members of the Institute either for the purposes of a postal ballot or for the purposes of voting at general meetings at the Institute shall be as set out in Appendix 2 to this By-law.
- (8) If there is any provision in an earlier By-law of the Institute which is inconsistent with the provisions contained in this By-law then the provisions of this By-law are to prevail.

APPENDIX 1

**ENVIRONMENT INSTITUTE OF AUSTRALIA AND NEW ZEALAND
INCORPORATED**

**NOMINATION FORM FOR MEMBERSHIP OF THE COUNCIL
(Only current financial members may nominate for office)**

PLEASE PRINT CLEARLY TO ENSURE VALID NOMINATION

POSITION SOUGHT:
(eg. Secretary, Treasurer)

PERSON SEEKING OFFICE:

Printed Name:

Signature:

This Nomination must be endorsed by two currently financial Members or Fellows of the Institute. Those two Members or Fellows must sign the form. Nominations cannot be endorsed by Associate Members or Student Members.

ENDORISING MEMBER NO 1:

Printed Name:

Signature:

ENDORISING MEMBER NO 2:

Printed Name:

Signature:

Note: Candidates must be prepared to supply on request:

- (1) A recent passport size photograph of the candidate; and
- (2) A statement from the candidate no longer than 100 words in support of the nomination

APPENDIX 2

**ENVIRONMENT INSTITUTE OF AUSTRALIA AND NEW ZEALAND
INCORPORATED**

FORM OF APPOINTMENT OF PROXY

I,.....

of

being a Member of the Institute, nominate
as my proxy to vote for me on my behalf:

- During any postal ballot of the Institute conducted during the next months; and/or
- At the general meeting or annual general meeting or special general meeting of the Institute to be held on the of, 20..... and at any adjournment of that meeting.

Signed by the Member:.....

Witness Signature:

Witness Name:

Dated this day of 200.....