



ACS Branch Executive Committee Election Detailed Process Guide

Version: 1.0



Purpose

This document is designed to outline the detailed process and act as a guide for Branch Executive Committee (BEC) elections in accordance with the [ACS National Rules and Regulations](#). This process does not replace the existing [ACS National Rules and Regulations](#) which should be deferred to in the resolution of any conflict. All documents are available to members at www.acs.org.au.

Contents

Purpose.....	2
1. Election process schedule	3
2. Election process roles.....	3
3. Eligibility.....	4
4. Order of hierarchy	7
5. Ballot configuration	7
6. Detailed Branch Election Process	9
7. Appendix A – BEC election schedule	16
8. Appendix B – Call for nominations	17
9. Appendix C – Nomination form outline	19
10. Appendix D – Declaration of election results (ballot not required).....	20
11. Appendix E – Notification of issuing of election ballot	21
12. Appendix F – Declaration of election results.....	23
13. Appendix G – Election Vendor – business requirements	24
14. Version Control.....	26



1. Election process schedule

1.1. Process commencement date

For a Branch with terms of office under NR8.5.1 commencing on 1 January, in September or October each year, as determined by the Branch Executive Committee, and, for a Branch with terms of office under NR8.5.1 commencing on 1 July, in March or April each year, as determined by the Branch Executive Committee: (NR8.4.1)

- a. the Returning Officer of the Branch must request from all Branch members nominations for each position on Branch Executive Committee, and*
- b. the Chair of the Branch must request from all Branch members nominations for the position of Returning Officer for the Branch.*

Subject to NR8.4.1, as additional steps are required in the process prior to any request for nominations, the schedule of steps outlined in [6. Detailed Branch election process](#) commences two weeks earlier to take advantage of the full notification timeline. All dates referenced are then set from this initial process commencement date (0d - day zero).

The process schedule referenced under [6. Detailed Branch election process](#) is used as a guide and may be slightly altered to account for any national or state public holidays. A final defined schedule is to be proposed by the National Secretariat as part of step 1 of that process.

2. Election process roles

2.1. Returning Officer

The Returning Officer is responsible for conducting the election of the Branch Executive Committee of the appointing Branch in accordance with the Rules and National Regulations (NR8.3.5).

If the position of Returning Officer becomes vacant, the Branch Executive Committee of the appointing Branch must appoint a replacement and the person so appointed holds the position until the end of the current term (NR 8.3.6).

For the purposes of this process, this casual vacancy will be considered the Branch Returning Officer incumbent.



2.2. Branch Chair

The Branch Chair is responsible for conducting the election of the Branch Returning Officer of the appointing Branch in accordance with the Rules and National Regulations (*NR 8.4*).

2.3. Branch Secretary

The Branch Honorary Secretary is responsible for supplying all necessary information and assistance that may be requested by the Returning Officer to enable the carrying out of the function of Returning Officer of the Branch (NR8.3.7).

This includes the attendance record of Branch Executive Committee members required for the notification of an election to members (*NR8.3.2* and *NR8.4.2.d*).

2.4. National Secretariat

The National Secretariat is an ACS staff member responsible for the administrative management and supply of all information stored with secure CRM systems required to conduct the election, and for the coordination of election activities with the Election Vendor.

2.5. Election Vendor

The Election Vendor is a third party supplier who is responsible for carrying out the election in accordance with the configuration approved by the Branch Returning Officer and Branch Chair. They are also responsible for providing the report of the election outcome directly to the Branch Returning Officer and Branch Chair.

3. Eligibility

3.1. General eligibility

All members putting forward nominations or voting in an election must be financial members of the respective Branch of ACS at the date the electoral roll will be drawn. This date to be advised as part of the initial Branch election nomination communication (see [Appendix B – Call for nominations](#)).

As nominations are lodged, the National Secretariat will confirm if the requirements have been met within one business day of receipt and will advise the candidate on their nomination. If the nomination is received within one



business day prior of the close of nominations, then the candidate forgoes the opportunity to remedy any ineligible nomination.

For the purposes of establishing eligibility as it relates to positions requiring membership of the Professional Division (see [3.3](#) and [3.4](#)), member status will be taken as of the date the electoral roll is drawn.

It is the responsibility of the individual member to ensure they are financial members and meet the requirements for eligibility.

3.2. Nominating for Branch Returning Officer positions

The Returning Officer must be a member of the appointing Branch or an employee of the Society but must not be, at any time during the term of the position; (NR8.3.4)

- a. a Congress member, Management Committee member or a Branch Executive Committee member, or*
- b. a candidate for election as Congress member, Management Committee member or Branch Executive Committee member*

3.3. Nominating for BEC Ordinary Member positions

Subject to NR2.13.2, NR2.13.3 and NR2.13.4, all members, other than members of Overseas Group, Honorary Fellows and Honorary Members, who were not members before classification as Honorary Members, may: (NR2.13.1)

- a. attend, speak and vote at general meetings of the Society and at general meetings of the member's Branch, and*
- b. be eligible for election or appointment to Congress and the Branch Executive Committee of the member's Branch, and*
- c. be eligible for election or appointment as a National Officer Bearer and a Branch Office Bearer of the member's Branch.*

At least one half of the ordinary committee members of a Branch Executive Committee must be members of Professional Division (NR2.13.3).

The Fellows, Senior Members and Members, together, but excluding members classified into the special categories of Honorary Fellow and Honorary Member (unless the Honorary Member was a member before classification as an Honorary Member), comprise Professional Division (NR2.1.2).

Subject to NR2.13.3., if such number of nominees, who are not members of Professional Division, are elected as ordinary committee members so that, if one more was elected, the number of ordinary committee members who are not



members of Professional Division would amount to more than half of the total number of ordinary committee members of the Branch Executive Committee, the Returning Officer must disregard votes for any other nominees who are not members of Professional Division (NR8.4.12).

3.4. Nominating for BEC Officer Bearer positions

The office bearers of a Branch are: a. Chair, b. Vice-Chair or such number of Vice-Chairs as has most recently been determined by the Branch Executive Committee and notified to Management Committee, c. Immediate Past Chair, d. Branch Honorary Secretary, e. Branch Honorary Treasurer (NR8.3.1)

Only members of Professional Division are eligible for election or appointment to Congress or as Branch Office Bearers (NR2.13.2).

No person is eligible to be elected as Branch Chair of the Branch for consecutive terms totalling more than four years unless prior approval is obtained from Management Committee (NR8.5.2).

3.5. Voting in a Branch election

Member voting eligibility is in line with Branch general meeting rights.

Subject to NR2.13.2, NR2.13.3 and NR2.13.4, all members, other than members of Overseas Group, Honorary Fellows and Honorary Members, who were not members before classification as Honorary Members, may:

- a. attend, speak and vote at general meetings of the Society and at general meetings of the member's Branch (NR2.13.1)*

Students may not vote at general meetings of the Society or at Branch general meetings (NR2.13.4).

Subject to NR2.13.4 and NR8.14.7.6, on any question arising at a Branch general meeting, a Branch member has 1 vote (NR8.14.7.4).

If the ballot results in equal votes for two or more nominees for any position, the election will be determined by random selection: (NR8.4.13)

- a. in the case of a Branch Executive Committee position, conducted by the Returning Officer, and*
- b. in the case of the Returning Officer position, conducted by the Chair*

Where nominations are open for several positions with different terms (e.g. two BEC Ordinary Committee Member positions, one with a two-year term and the



other with a one-year term), unless the Branch specifically asks members to nominate for a particular term, the first elected candidate with the greater number of preferences, will automatically be elected for longer duration term.

4. Order of hierarchy

4.1. Sequence of positions

The Returning Officer must determine the election of the Branch Executive Committee in the following sequence of positions: (NR8.4.11)

- a. Chair,*
- b. Vice-Chair or Vice-Chairs, if more than one,*
- c. Branch Honorary Secretary,*
- d. Branch Honorary Treasurer, and*
- e. Ordinary Committee Members.*

Where a candidate has been elected to a position, the candidate will be omitted from any other subsequent election on the ballot.

5. Ballot configuration

5.1. Electronic voting

Subject to *NR8.4.9*, each Branch has determined that voting will be conducted via secure electronic voting only with the sole exception being the issuance of a provisional vote.

In the case that a member disputes their ineligibility to vote in a Branch election, the member can send a request for their inclusion to the Branch Returning Officer. The Branch Returning Officer will then verify the claim with the National Secretariat, and if deemed to be eligible, the vote will be directed to the Election Vendor for inclusion into the final tally. If the Election Vendor is capable of providing a provisional ballot, this will be allowed.

5.2. Order of the ballot

The order of names on the ballot paper will be listed in random sequence generated by the electronic voting platform.

If a paper ballot is required as part of a provisional vote (see [5.1 Electronic Voting](#)), then the order of names will be in random sequence for each individual ballot as determined by the Returning Officer.



5.3. Preferential voting

Subject to *NR8.4.10*, voting will be determined by preferential voting (as defined by the [Australian Electoral Commission](#)), the configuration of which is to be determined by the Branch Executive Committee and included in the notification of the ballot instructions.

Configuration of preferential voting used can be either:

- a. Exhaustive (used as default option) – voters must number all candidates in order, or
- b. Optional – voters can number any number of candidates in sequential order.

5.4. Ballot validity

Subject to the requirements for [5.3 Preferential voting](#) above, there is no requirement to cast a vote on all individual positions for the ballot to be considered valid.



6. Detailed Branch Election Process

Indicative schedule	Who	Event/activity (as required under <u>ACS National Regulations</u>)
<p>Third Monday in February (Terms commencing 1st July)</p> <p>Third Monday in August (Terms commencing 1st January)</p>	<p>National Secretariat</p>	<p>Communication to Branch Chair, Branch Secretary and Branch Returning Officer (cc Branch Executive Committee and Branch Manager)</p> <p>Detail and request approval confirmation of:</p> <ul style="list-style-type: none"> • All upcoming Branch Executive Committee term vacancies (<i>approval by incumbent Returning Officer</i>) • Upcoming Branch Returning Officer term vacancy (<i>approval by Branch Chair</i>) • Proposed election schedule • Draft member nomination communication (see Appendix B – Call for Nominations) <p>In addition, the National Secretariat will request</p> <ul style="list-style-type: none"> • If a casual vacancy exists for the position of Branch Returning Officer, confirmation under <i>NR8.3.6</i> of a replacement by the Branch Executive Committee (<i>Branch Chair</i>) • Branch Executive Committee attendance records for all members covering current terms (<i>Branch Secretary</i>) • Confirmation of the “preferential voting configuration” to be used in the case of a ballot being required. Either: <ol style="list-style-type: none"> a. Exhaustive (used as default option) – voters must number all candidates in order b. Optional – voters can number any number of candidates in order • Confirmation of the date of any open BEC meeting for prospective nominees to attend and witness
<p>+14d</p>	<p>Returning Officer (Incumbent)</p>	<p>Approve:</p> <ul style="list-style-type: none"> • All upcoming Branch Executive Committee term vacancies, • Member nomination communications for these positions in the name of the Returning Officer



+14d	Branch Chair	<p>Approve:</p> <ul style="list-style-type: none"> Any upcoming Returning Officer term vacancies. If required, member nomination communication for this position in the name of the Branch Chair <p>Confirm:</p> <ul style="list-style-type: none"> Appointee of any Returning Officer Vacancy (<i>NR8.3.6</i>) Preferential voting configuration to be used in the case of a ballot being required - Exhaustive to be used if unspecified
+14d	Branch Secretary	<p>Confirm:</p> <ul style="list-style-type: none"> Branch Executive Committee attendance records for all incumbent members covering current term
+17d	National Secretariat	<p>Communication of nominations to be sent to <u>ALL</u> Branch members via email or SMS or postal mail where email is not available.</p> <p>Communication of nominations to be included in next edition of the respective Branch e-News.</p> <p>Open nomination form for submissions and set closure date/time.</p> <p>Nomination period open for two weeks minimum. (see Appendix B – Call for nominations)</p>
+17d	National Secretariat	Engage Election Vendor on proposed election schedule
-	Automated process	<p>Nomination forms are vetted for eligibility and an automated email receipt is issued to the nominee and proposer’s member email accounts confirming eligibility, along with a call to action to advise National Secretariat of any unauthorised nominations (see Appendix C – Nomination form outline)</p>



+24d	National Secretariat	Reminder email on nominations to be sent to all respective Branch Members via Email (see Appendix B – Call for nominations)
+31d	Automated process	Nominations close (8:00pm UTC+11)
+34d	National Secretariat	A list of all nominated positions is issued to the Returning Officer and Branch Chair (cc Branch Manager) including: <ul style="list-style-type: none"> • Nominee names and eligibility status • Corresponding proposer names and eligibility status • Election requirement status (election required if two or more valid nominations are received)
+37d	Returning Officer (Incumbent)	Review and approve: <ul style="list-style-type: none"> • Branch Executive Committee nominations and any requirement for a ballot • Send update notification to Branch Executive Committee in the name of the Returning Officer (<i>NR 8.4.14</i>)
+37d	Branch Chair	Review and approve, if applicable: <ul style="list-style-type: none"> • Returning Officer nominations and any requirement for a ballot • Send update notification to Branch Executive Committee in the name of the Branch Chair (<i>NR 8.4.15</i>)
+38d	National Secretariat	Send update of election to Branch Executive Committee (cc Branch Manager)



Ballot Required (for any position)		NO	YES
+38d	National Secretariat	Notification of outcome of all positions communicated to ALL Branch Members advising ballot not required (see Appendix D – Declaration of election results (ballot not required))	Eligible voter roll downloaded including member: <ul style="list-style-type: none"> • Name • Email • Billing grade
+39d	National Secretariat	Engage Election vendor and confirm branch election not required.	Engage Election vendor and confirm: <ul style="list-style-type: none"> • Election schedule (to commence not longer than five business days after receipt of communication and be open for minimum three weeks) • Positions, terms and hierarchy • Candidates, election statements, pictures and conflicts of interest • Voter roll and contact email addresses • Returning Officer name • Branch Chair name (required only for Returning Officer Election)
+46d	Election Vendor		Send out notification of ballot and voting instructions to Electoral Roll (see Appendix E – Notification of issuing of election ballot)



+46d	National Secretariat		Election communication to be included in next edition of the Branch e-News.
+60d	Election Vendor		Send out reminder to members who are yet to vote with voting instructions (see Appendix E – Notification of issuing of election ballot)
+67d	Automated process		Election closes (8:00pm UTC+11)
+68d	Election Vendor		Election results prepared and report sent to: (as appropriate and cc Branch Manager) <ul style="list-style-type: none"> • Returning Officer • Branch Chair • National Secretariat
+71d	Returning Officer (Incumbent)		Approve: <ul style="list-style-type: none"> • All Branch Executive Committee election results, • Resolve any tied vote via random selection (<i>NR8.4.13</i>), and • Send member communication for these election results in their name (<i>NR 8.4.14</i>)



+71d	Branch Chair		<p>Approve:</p> <ul style="list-style-type: none"> Any upcoming Branch Returning Officer election results, Resolve any tied vote via random selection (NR8.4.13) Communication of election results in their name (NR 8.4.15)
+72d	National Secretariat		<p>Send update of election to Branch Executive Committee (cc Branch Manager)</p>
+73d	National Secretariat		<p>Notification of the outcome of all positions communicated to ALL Branch Members attaching original Election Vendor report (see Appendix F – Declaration of election results)</p>
+80d	National Secretariat		<p>Complete member onboarding process which includes: (cc Branch Manager)</p> <ul style="list-style-type: none"> Issuing of new domain accounts, updates to email distribution lists and access to committee information hubs as required Updates to the ACS website (on the next business day following the commencement of the term) Issuing of appointment letters and certificates Communication of system user guide Updates to CRM systems to reflect new terms Request to the Branch Chair to send a welcome email introducing all committee members, providing updates of current activities and invites to upcoming scheduled meetings



+80d	Branch Chair	Send a welcome email introducing all Committee members, providing updates of current activities and invites to upcoming scheduled meetings
Subject to NR8.4.1 1 st January or 1 st July	NA	New Branch Executive Committee member and, if application Branch Returning Officer, term commences.
Next first business day	National Secretariat	Complete exiting process for members as required which includes: (cc Branch Manager) <ul style="list-style-type: none"> • Disablement of domain access and removal from Committee information hubs

Note: Shaded cells indicate fixed milestones as required under the [ACS National Regulations](#).



7. Appendix A – BEC election schedule

Below is an outline of the election cycle for each branch. This would not include any position that is to be returned to members as a Casual Vacancy.

This list is correct as at: **24 August 2021**.

Branch	Elections held in odd years	Elections held in even years
Canberra 2-Year Terms (unless otherwise stated) (Terms Commencing 01 July)	<ul style="list-style-type: none"> Branch Chair Vice Chair Ordinary Members (4) 	<ul style="list-style-type: none"> Honorary Treasurer Honorary Secretary Ordinary Members (4) Returning Officer
New South Wales 2-Year Terms (unless otherwise stated) (Terms Commencing 01 January)	<ul style="list-style-type: none"> Vice Chair Honorary Treasurer Ordinary Members (2) 	<ul style="list-style-type: none"> Branch Chair Second Vice Chair Honorary Secretary Ordinary Members (2) Returning Officer
Northern Territory 2-Year Terms (unless otherwise stated) (Terms Commencing 01 January)	<ul style="list-style-type: none"> Branch Chair Vice Chair Honorary Treasurer Honorary Secretary Ordinary Members (5) 	<ul style="list-style-type: none"> Returning Officer
Queensland 2-Year Terms (unless otherwise stated) (Terms Commencing 01 January)	<ul style="list-style-type: none"> Branch Chair Vice Chair Honorary Treasurer Honorary Secretary Ordinary Members (5) Returning Officer 	
South Australia 2-Year Terms (unless otherwise stated) (Terms Commencing 01 January)	<ul style="list-style-type: none"> Branch Chair Vice Chair Honorary Ordinary Members (4) 	<ul style="list-style-type: none"> Second Vice Chair Honorary Treasurer Ordinary Members (4) Returning Officer
Tasmania 2-Year Terms (unless otherwise stated) (Terms Commencing 01 January)	<ul style="list-style-type: none"> Returning Officer 	<ul style="list-style-type: none"> Branch Chair Vice Chair Honorary Treasurer Honorary Secretary Ordinary Members (5)
Victoria 2-Year Terms (unless otherwise stated) (Terms Commencing 01 January)	<ul style="list-style-type: none"> Vice Chair Honorary Secretary Ordinary Members (3) Returning Officer 	<ul style="list-style-type: none"> Branch Chair Honorary Treasurer Ordinary Members (3)
Western Australia 2-Year Terms (unless otherwise stated) (Terms Commencing 01 July)	<ul style="list-style-type: none"> Vice Chair Honorary Treasurer Ordinary Members (4) 	<ul style="list-style-type: none"> Branch Chair Honorary Secretary Vice Chair Ordinary Members (4) Returning Officer



8. Appendix B – Call for nominations

ACS <INSERT BRANCH> BRANCH EXECUTIVE COMMITTEE <INSERT YEAR> ELECTION - CALL FOR NOMINATIONS

Notification on behalf of:

Returning Officer: <insert Returning Officer Name> (oversees the election of the Branch Executive Committee), and

Branch Chair: <insert Branch Chair Name> (oversees the election of the Returning Officer)

Would you like the opportunity to help influence the ICT Profession in your state?

ACS encourages all members who believe they can make a positive contribution to the ACS via the <Insert Branch> Branch Executive Committee (BEC) to submit their nominations for the <Insert year> election.

Nominations are called for the following positions due to expire on <Insert expiry date>:

BRANCH OFFICE BEARERS:

- <Insert Office> (Y Positions) – X year term
- <Insert Office> (Y Positions) – X year term

ORDINARY COMMITTEE:

- Ordinary Committee Member (Y Positions) – X year term

BRANCH RETURNING OFFICER:

- Branch Returning Officer (1 Position) – 2 year term

Terms will commence <Insert Term Start Date>.

[ACS Governance Guide, Branch Executive Committee positions, roles and responsibilities](#)

[Governance Frequently Asked Questions](#)

HOW TO NOMINATE:

Nominations can be made using the online [ACS Branch Executive Committee Nomination Form](#) which includes all eligibility criteria to be checked prior to submitting.

Please see the [ACS Branch Election Detailed Process Guide](#) for full eligibility details. Eligibility will be confirmed via email within one (1) business day of receipt and it is the responsibility of the member to submit a valid nomination **before** the closure date.

Nominations will close at <Insert closing date> **8:00pm UTC+11**. No late nominations will be accepted.

ELECTION: (if required)



If there are more nominations than positions, a ballot will be held to determine the successful nominees. Ballot papers will be issued via email from <Insert Election Vendor email>. The draw down of the member electoral roll will be on the <Insert electoral roll draw date>.

It is the responsibility of the member to ensure they are financial as at the time of the drawing down of the electoral roll in order to be eligible to vote. Members can check their membership status and make payments by logging in via www.acs.org.au.

If you would like more information about the nomination or election processes, please review the [ACS Branch Election Detailed Process Guide](#) or contact the Returning Officer at Returning.Officer@acs.org.au.



9. Appendix C – Nomination form outline

Nominations can be lodged online by completing an [ACS Branch Executive Committee Nomination Form](#).

This form will guide members through eligibility and if applicable, gather all information required to conduct the election and to onboard the member if successful. The form will request the following information:

- Nomination details:
 - Branch
 - Position(s)
 - Eligibility (applicable to position)
- Candidate details:
 - Name
 - Grade
 - Membership number
 - 200 word statement (for inclusion on the ballot if required)
 - Photo (for use on the ballot and the ACS website if successful)
- Proposer details:
 - Name
 - Membership number
- Compliance requirements:
 - Acceptance of ACS Confidentiality Agreement
 - Acceptance of the ACS Code of Conduct
 - Conflict of Interest Declaration (for use on the ballot and as part of the ACS register if successful)
- Electronic signature
 - Inclusion of an electronic signature compliant with Australian legal requirements.
 - Confirmation acknowledgement –
 - Candidate advised that eligibility will be confirmed via email within one business day via the address listed on the member's ACS account
 - A copy of the email will also be addressed to the Proposer via the address listed on their ACS account



10. Appendix D – Declaration of election results (ballot not required)

ACS <INSERT BRANCH> BRANCH EXECUTIVE COMMITTEE <INSERT YEAR> ELECTION – DECLARATION OF RESULTS (BALLOT NOT REQUIRED)

Notification on behalf of:

Returning Officer: <insert Returning Officer Name> (oversees the election of the Branch Executive Committee), and
Branch Chair: <insert Branch Chair Name> (oversees the election of the Returning Officer)

Nominations for the ACS <Insert Branch> BEC <Insert year> election closed at <Insert nomination closing date>.

At the close of nominations, the following members were elected unopposed due to being the sole nominees for each position, requiring no ballot:

BRANCH OFFICE BEARERS:

- <Insert Office> (Y Positions) – X year term
 - <Insert Elected Candidate>
- <Insert Office> (Y Positions) – X year term
 - <Insert Elected Candidate>

ORDINARY COMMITTEE:

- Ordinary Committee Member (Y Positions) – X year term
 - <Insert Elected Candidate>

BRANCH RETURNING OFFICER:

- Branch Returning Officer (1 Position) – 2 year term
 - <Insert Elected Candidate>

APPOINTMENT BY VACANCY:

- Immediate Past Chair (1 Position) – 2 year term
 - <Insert Appointment>

Incoming position terms will commence on <Insert Term Start Date>.

The ACS would like to congratulate those members elected and wish them every success during their term as representatives.

The new ACS <Insert Branch> Branch Executive Committee, commencing on the above term commencement date is:

<Insert Table Of New BEC>



11. Appendix E – Notification of issuing of election ballot

ACS <INSERT BRANCH> BRANCH EXECUTIVE COMMITTEE <INSERT YEAR> ELECTION – ISSUING OF ELECTION BALLOT

Notification on behalf of:

Returning Officer: <insert Returning Officer Name> (oversees the election of the Branch Executive Committee), and

Branch Chair: <insert Branch Chair Name> (oversees the election of the Returning Officer)

Nominations for the ACS <Insert Branch> BEC <Insert year> election closed at <insert nomination closing date>.

At the close of nominations, we have received eligible nominations for the following positions:

BRANCH OFFICE BEARERS:

- <Insert Office> (Y Positions) – X year term
 - <Insert Candidates>
 - <Insert Candidates>

- <Insert Office> (Y Positions) – X year term
 - <Insert Candidates>
 - <Insert Candidates>

ORDINARY COMMITTEE:

- Ordinary Committee Member (Y Positions) – X year term
 - <Insert Candidates>
 - <Insert Candidates>

BRANCH RETURNING OFFICER:

- Branch Returning Officer (1 Position) – 2 year term
 - <Insert Candidates>
 - <Insert Candidates>

BALLOT.

As there are more nominations than positions, a ballot will be held for the following offices:

- <Insert Office>
- <Insert Office>

The election poll is now open and you are therefore invited to vote on any number of these positions using the following individual ballot link: **(If the below link does not appear to work, please copy and paste it into your browser)**

<INSERT BALLOT LINK>



The ballot method for this election is through preferential <exhaustive/optional> voting, requiring you to <number **all** candidates in sequence/number as many or as few candidates as you'd like in sequence> for any position you wish to vote for. Voting is anonymous and once your votes are submitted, they are final.

The poll will conclude at **8:00pm UTC+11** on <Insert poll closure date>.

IMPORTANT SECURITY WARNING: DO NOT FORWARD THIS EMAIL BECAUSE IT CONTAINS YOUR PERSONAL AUTO-SIGN-IN BALLOT LINK.

If you would like more information about the nomination or election processes, please review the [ACS Branch Election Detailed Process Guide](#) or contact the Returning Officer at Returning.Officer@acs.org.au



12. Appendix F – Declaration of election results

ACS <INSERT BRANCH> BRANCH EXECUTIVE COMMITTEE <INSERT YEAR> ELECTION – DECLARATION OF RESULTS

Notification on behalf of:

Returning Officer: <insert Returning Officer Name> (oversees the election of the Branch Executive Committee), and

Branch Chair: <insert Branch Chair Name> (oversees the election of the Returning Officer)

Voting for the ACS <Insert Branch> BEC <Insert year> election closed at <Insert poll closure date>.

At the closing of election polls, results were tabulated and the following members are declared elected, securing the most votes by eligible Branch Members:

BRANCH OFFICE BEARERS:

- <Insert Office> (Y Positions) – X year term
 - <Insert Elected Candidate>

- <Insert Office> (Y Positions) – X year term
 - <Insert Elected Candidate>

ORDINARY COMMITTEE:

- Ordinary Committee Member (Y Positions) – X year term
 - <Insert Elected Candidate>

BRANCH RETURNING OFFICER:

- Branch Returning Officer (1 Position) – 2 year term
 - <Insert Elected Candidate>

APPOINTMENT BY VACANCY:

- Immediate Past Chair (1 Position) – 2 year term
 - <Insert Appointment>

Incoming position terms will commence on <Insert Term Start Date>.

The ACS would like to congratulate those members elected and wish them every success during their term as representatives.

The new ACS <Insert Branch> Branch Executive Committee, commencing on the above term commencement date is:

<Insert Table Of New BEC>



13. Appendix G – Election Vendor – business requirements

The following table maps out the list of requirements for any vendor engaged to conduct electronic voting on behalf of the ACS:

Ref#	Type	Title	Details
1	Configuration	Individual voting ballot	Must be able to support the issuing of individual member ballots which can only be used once.
2	Configuration	Notification and issuing of ballot timeframes	Notification of upcoming elections will be engaged at least four (4) weeks prior. Election ballots must be able to be sent five (5) business days after final configuration details confirmed.
3	Configuration	Position hierarchy	Must support position hierarchies that will remove candidates from subsequent polls should they be successfully elected to a higher position.
4	Configuration	Optional position voting	Must be able to support members voting in one or more individual positions on the ballot subject to requirements for preferential voting for each position.
5	Configuration	Preferential voting - exhaustive	Must be able to support exhaustive preferential voting requiring members to sequentially number all candidates in order of preference.
6	Configuration	Preferential voting - optional	Must be able to support optional preferential voting requiring members to sequentially number one or more candidates in order of preference.
7	Configuration	Randomised candidate order	Must support randomisation of the order of candidates on each individual online ballot issued
8	Election poll	Provisional ballots	



			Must allow for the acceptance and inclusion of a provisional ballot in any poll underway should eligibility be confirmed by the Returning Officer via the National Secretariat.
9	Election poll	Candidate details	Must support the ability to add directly or link to candidate details such as photo, election statement, and any declaration of conflicts of interest.
10	Communications	Emailing and reminder comms	Must support the direct emailing of members using a "mail merge" of templated comms
11	Reporting	Election results summary	Must issue results and audit trail of votes or issue a certified PDF copy of the independent election results.



14. Version Control

History

Name	Revision history	Date of issue	version
Marc Portlock – Strategic Initiatives Executive	<ul style="list-style-type: none"> Initial Document 	17 March 2021	0.1
Marc Portlock – Strategic Initiatives Executive	<ul style="list-style-type: none"> Governance Team Updates based on feedback. Inclusion of Notifications and Election Vendor Requirements addendicies. 	23 March 2021	0.2
Marc Portlock – Strategic Initiatives Executive	<p>Feedback from Branch Managers and Branch Secretaries. Updates:</p> <ul style="list-style-type: none"> Inclusion of Branch Managers in all communications, Communicated closure time for nominations/ballots now references UTC+11 timings, Inclusion of financial eligibility in communications with references to check and make payments through the ACS website, Updates to the wording of the nomination 200 word statement and the removal of being able to use hyperlinks. 	08 April 2021	0.3
Marc Portlock – Strategic Initiatives Executive	<ul style="list-style-type: none"> Minor formatting Updates to confirm Branches can determine if members need to nominate for specific ordinary member terms Change to randomisation of candidate order on provisional ballots by the Returning Officer in line with online ballot rules 	13 April 2021	0.4
Anthony Ellard – Governance Officer	<ul style="list-style-type: none"> Minor formatting Added Appendix A - BEC Election Schedule Added clarification of Provisional Voting under 5.1 Electronic Voting Added clarification of Optional Voting under 5.3 Preferential Voting 	6 July 2021	0.5



	<ul style="list-style-type: none"> Updated number of positions for each Officer Bearer position in Appendix E – Notification of Issuing of Election Ballot Updated format and wording of Appendix F – Declaration of Election Results 		
Marc Portlock – Strategic Initiatives Executive	<ul style="list-style-type: none"> Included link to ACS Governance Guide & Branch Executive Committee positions, roles and responsibilities in Appendix B Call for Nominations Included link to Governance Frequently Asked Questions in Appendix B Call for Nominations Added Confirmation of the date of any open BEC meeting for perspective nominees to attend and witness Updated Appendix A – BEC Election Schedules to include term durations and start dates Updated Appendices D, E & F to use consistent terms and formatting. <p>Review by Nathan Talor & Helen May:</p> <ul style="list-style-type: none"> Minor formatting and typographical changes Minor wording clarification 	25 August 2021	0.6
Marc Portlock – Strategic Initiatives Executive	<ul style="list-style-type: none"> Initial release 	26 August 2021	1.0



Approvals

Name	Date of issue	version
(Pilot) Canberra Branch Executive Committee	16 April 2021	0.3
(Pilot) Western Australian Branch Executive Committee	15 April 2021	0.3
Canberra Branch Executive Committee	02 September 2021	1.0
New South Wales Branch Executive Committee	06 September 2021	1.0
Northern Territory Branch Executive Committee	02 September 2021	1.0
Queensland Branch Executive Committee	01 September 2021	1.0
South Australia Branch Executive Committee	02 September 2021	1.0
Tasmania Branch Executive Committee	02 September 2021	1.0
Victoria Branch Executive Committee	02 September 2021	1.0
Western Australia Branch Executive Committee	02 September 2021	1.0

Distribution

Name	Date of issue	version
Canberra Branch Executive Committee	08 April 2021	0.3
Western Australian Branch Executive Committee	08 April 2021	0.3
Branch Managers/Branch Secretaries	26 August 2021	1.0
Branch Executive Committees (ACT, NSW, NT, QLD, SA, TAS, VIC, WA)	27 August 2021	1.0
Online Public Release	06 September 2021	1.0

Document control

Custodian title and email address:	Governance Officer (governance@acs.org.au)
Responsible business unit:	Governance
Content security:	PUBLIC Distribution unlimited