

RETURNING OFFICER POLICY

1 INTRODUCTION

- 1.1 The role of the Returning Officer is to:
 - 1.1.1 Oversee the postal ballot when carrying out elections for the positions of National President, National Finance Chair, and Board Members ¹
 - 1.1.2 Conduct a poll at General Meetings ²
 - 1.1.3 Conduct a postal ballot for motions able to be passed at General Meetings³.

2 RETURNING OFFICER FOR THE ELECTION OF OFFICERS

- 2.1 The Board appoints the Returning Officer. ⁴
- 2.2 The Returning Officer must be appointed before each Annual General Meeting. ⁵
- 2.3 The Returning Officer is responsible for conducting the elections in accordance with the rules, bylaws and policies.
- 2.4 The Board will invite expressions of interest for the role of Returning Officer from its members.
- 2.5 Only members of RWNZ are eligible to be appointed Returning Officer
- 2.6 When considering suitable candidates for appointment the Board will take into consideration the candidates' qualifications and experience, including any experience in election processes.
- 2.7 No person may be both a candidate and a Returning Officer for the same election.
- 2.8 It is the role of the Returning Officer to –
 - 2.8.1 Determine eligibility of the nominees
 - 2.8.2 Ensure that voting papers are held in safe custody
 - 2.8.3 Open and examine all voting papers and envelopes to determine whether the votes meet the requirements for validity
 - 2.8.4 Count the number of votes cast for each candidate
 - 2.8.5 Declare the results of elections
 - 2.8.6 Disclose the result to the candidates the number of votes cast for each candidate
 - 2.8.7 Recount the votes where required
 - 2.8.8 Advise a candidate in the event they are disqualified and provide reasons to the candidate for that disqualification
- 2.9 The Returning Officer must be present at the Annual General Meeting. In the event that a Returning Officer is not able to be present, the Board will appoint an alternate Returning Officer for that particular meeting.

¹ *With exception of the external Board member appointed under Rule 6.1b5*

² Refer rule 5.11c

³ Refer rule 5.12c

⁴ Refer rule 7.1a

⁵ Refer rule 7.1a

3 VOTING AT GENERAL MEETINGS

- 3.1 Where there is a poll held at a General Meeting the chairperson of the meeting shall appoint a Returning Officer. ⁶
- 3.2 The Returning Officer is responsible for: ⁷
 - 3.2.1 Conducting the poll
 - 3.2.2 Supervising the conduct of all elements of the poll that it is impractical for the Returning Officer to conduct themselves
 - 3.2.3 Determining whether each vote has been properly cast; and
 - 3.2.4 Making a written declaration of the result of the poll to the chairperson, who shall then announce the result to the meeting.

4 VOTING AT POSTAL BALLOT

- 4.1 The Board may determine that any motion able to be passed at a General Meeting ⁸ shall instead be decided by a postal ballot. ⁹
- 4.2 Where a postal ballot is held, the Board appoint a Returning Officer for each postal ballot. ¹⁰
- 4.3 The Returning Officer is responsible for: ¹¹
 - 4.3.1 Conducting the ballot
 - 4.3.2 Supervising the conduct of all elements of the ballot that the Returning Officer
 - 4.3.3 Cannot practically conduct themselves
 - 4.3.4 Determining whether each postal vote has been properly cast; and
 - 4.3.5 Making a written declaration of the result of the ballot to the Board.

5 COSTS AND EXPENSES

- 5.1 RWNZ will pay the actual and reasonable costs for the Returning Officer to attend in person at
 - 5.1.1 The Annual General Meeting
 - 5.1.2 Any General Meeting where a poll is expected to be held, and
 - 5.1.3 The National Office when required to count the votes of a postal ballot.

Approved by the Board: 16 August 2017

Office ref: 211 Returning Officer Policy

(MJM 5/2018)

⁶ Refer rule 5b

⁷ Refer rule 5.11c

⁸ *Except for a resolution to liquidate the Organisation under rule 12a* [refer rule 5.12a]

⁹ Refer rule 5.12a

¹⁰ Refer rule 5.12b

¹¹ Refer rule 5.12c