GPRA Board of Directors Election Rules and Process

Election timeline:

- Returning Officer Appointment by Board – by decision at Board meeting prior to commencement of election process
- Call for nominations – not less than 6 weeks prior to the AGM (cl. 11.3a)
- Nomination period – at least 10 days
- Candidate statements due by close of nomination period. No exceptions or extensions permitted.
- Candidates announced to membership – not less than 4 weeks prior to the AGM
- Ballot paper prepared – not less than 4 weeks prior to the AGM (cl. 11.3c)
- Roll of Voting Members provided to the Returning Officer – at the commencement of the voting period
- Voting period – 2 weeks
- Vote counting & scrutiny - 1 week.
- Returning Officer declares results to Company Secretary and Candidates - within 3 days of completion of vote counting (cl 11.3eiii)
- Election results announced – within 3 days of completion of vote counting (cl 11.3eiii)
- Ratify election of Directors at Annual General Meeting (cl 8.1biii)

1. Identify if an election is warranted for the upcoming AGM.

Member Director positions require candidate nominations for appointment to the Board.

2. Appointment of Returning Officer

GPRA staff member is appointed by the Board to this role.

3. Returning Officer verifies and confirms Election Rules with the Board

Confirmed with Board prior to commencement of election process.

4. Call for Nominations

The Returning Officer will call for nominations by placing Notices in the GPRA e-newsletter and by sending notices (e-mail) to each member at least 6 weeks prior to the AGM. Included in the Notice are the vacancies (specified as 'Voting Member Director' and/or 'Associate Member Director') for which nominations are being called, instructions for the lodgment of nominations and the election dates.

<u>a) Nominations</u>

As guided by the eligibility criteria in GPRA Constitution:

Eligibility:

- 'Voting member' = registrar or up to 5 years post fellowship, consented in writing to be member (as per cl. 6.3 in the GPRA Constitution)
- 'Associate member' = medical student or prevocational doctor and has not commenced GP training (as per cl. 6.3 in the GPRA Constitution)

For Voting Members and Associate Members to nominate for positions vacant on the Board, their nomination must be seconded by no less than two other members of the same class.

To nominate the following documents are required:

- A current resume (not more than one page) outlining relevant skills and experience (cl 11.3ai)
- Signed undertaking to act as a Director in the best interests of the Company as a whole and not in the interests of any particular member or group of members (cl. 11.3a ii) and noting any perceived or actual conflicts of interest
- Candidate Statement stating reasons for nominating and indicating any relevant experience and competencies.

Ability to remain in a 3-year term needs to be confirmed.

All of the above documents must be delivered to the Returning Officer (by close of nomination period **deadline** with no extensions allowed).

b) Candidate Statements

Nominees will be required to submit a Candidate Statement of not more than 600 words outlining their skills, experience and suitability to be a GPRA Board Director. Information included in the statement exceeding 600 words cannot be accepted.

- Statements are to be provided in a Word document in Arial 12 pt font, with no subheadings or special formatting (for example, bold text, hyperlinked text or underlined text).
- Candidate contact details (including phone, email and social media accounts) must not be included in this statement.
- The Returning Officer reserves the right to edit any statement that does not comply with these requirements or that includes inappropriate content. Candidates will be advised of any editing prior to publication, and resubmission of the statement will be considered on case-by-case basis.

The candidates are also able to provide a photograph to be published with their Candidate Statement.

- The photograph must be a headshot (a picture of the candidate's head and shoulders)
- The photograph must only picture the candidate, and contain no other people, signs, banners or messages
- The photograph must be at least 300dpi resolution
- The Returning Officer reserves the right to crop or edit any photograph that does not comply with these requirements or reject any photograph of insufficient resolution or that includes inappropriate content. Resubmission of photographs will be considered on case-by-case basis.

Candidate statements and pictures will be reproduced to an election page on the GPRA website as well as distributed to the Board and membership by electronic direct mail as part of notification of the ballot.

5. Receipt and processing of Nominations

Potential nominees will have at least 10 days to lodge their nominations, including all required documents and Candidate Statements.

Candidates should ensure that they are qualified to be nominated (according to the GPRA Constitution). Candidates must also ensure that they comply with the Returning Officer's instructions for the lodgment of nominations. The onus is on candidates to ensure that nominations–including ALL required documents–are received by the Returning Officer by the nominations deadline. No late submissions will be accepted.

The Returning Officer will acknowledge receipt of all nominations. After the close of nomination period, the Returning Officer will check nominations for compliance with the

GPRA Constitution and the Election Rules. Where a nomination does not comply or cannot be verified with the requirements of the Constitution or Election Rules, the Returning Officer will advise the candidate concerned, in writing, of the particulars of any defect(s). Depending on the nature of the defect(s), the candidate may be asked to take remedial action or provide further particulars of his/her qualifications or eligibility for the vacant position. The candidate must reply within 24 hours. Where a candidate fails to respond or adequately remedy a defective nomination, within the prescribed time, the nomination may, at the discretion of the Returning Officer, be rejected.

5.1 Candidate Statements

Candidates prepare statements in support of their candidacy for distribution, by the Returning Officer, to membership as a component of the ballot material. Statements must be lodged within the time prescribed by GPRA's Election Rules and must comply with the rules in relation to format, content and size.

The Returning Officer is required to examine Candidates' Statements and photographs to ensure that they comply with these Rules. The Returning Officer can edit the statement or crop photographs (candidates will be advised of this) and/or the candidates may be requested to amend any statements which do not comply. If this is the case, the candidate must reply within 24 hours. The Returning Officer's decision on these matters is final.

6. Notification of Election

6.1 Uncontested Elections

If only sufficient valid nominations are received to fill advertised all vacancies listed for election, the nominees are declared elected immediately and no ballot is required.

6.2 Roll of Voters

Notification of candidates goes to the eligible members, in accordance with member details recorded in the GPRA members database, on the date on which the election is advised to the members.

6.3 Advice to Voters

The Returning Officer will advise members by placing notices in the GPRA e-newsletter and by sending notices (e-mail) to each member at least 4 weeks prior to the AGM. Included in the notice are the nominated candidates with candidate statements, instructions for the voting with link to electronic ballot and the election closing dates.

7. Conduct of the Ballot

All elections are conducted by secret ballot by the specified electronic response.

a) Voting eligibility
As outlined in the GPRA Constitution cl. 11.3ei

b) Method of voting
Preferential voting electronically, by each eligible member in the voting period.

c) Preparation of ballot paper
An electronic ballot paper (cl. 11.3e ii) will be distributed by Survey Monkey once all nominations are received and eligibility has been verified.

d) Order of candidates' names on ballot paper
Candidates will be listed in alphabetical order.

8. Vote counting

The Returning Officer verifies the eligibility of voters, in accordance with the GPRA Constitution (cl 6.2 & 6.3). Ineligible voters and incomplete ballots are excluded from the vote count.

The method of voting is by preferential vote (cl. 11.3ei). Preferential vote counting method is used in accordance with the Australian Electoral Commission:
https://education.aec.gov.au/getvoting/content/instructions-counting.html

9. Re-counts

Re-counts only occur when the result of an election is very close. A Returning Officer may recount some or all ballots at their discretion or on the request of a candidate or the Company Secretary.

10. Declaration of Results

At the completion of the vote count and scrutiny, the Returning Officer declares the results in writing and issues copies of the election outcome to the GPRA Company Secretary and the candidates within 3 days following the collation of results by the Returning Officer.

Candidates can request their vote count results and they will be provided with their primary vote tally compared with the de-identified tally of other candidates, noting that the final outcome of the election is dependent on the distribution of preferences.

Members are advised of the election outcome in the edition of the e-Newsletter immediately following the collation of results by the Returning Officer.

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Ends
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