



## **By Law 6: Elections**

In accordance with Rule 23 Election of Executive Officers and Ordinary Committee Members this By Law has been approved to give better effect to those Rules which provide for the election of the Committee by postal ballot in order to facilitate the proper and effective administration of the Society.

1. Rule 23 (1) indicates that nominations must be delivered to the Society not less than 42 days before the date of the AGM. Two financial members of the Society who are eligible to vote (as per By Law 4 Membership Classes), in addition to the person nominating must sign the nomination form. Nomination forms shall be based in the example shown in Appendix 1 to this By Law.
2. Nomination forms are to be available from the office immediately following the distribution of the annual general meeting notice to the members (which may be included in Emerge or as a separate mail out). Nomination forms are to be forwarded to the member as soon as reasonable within the current office hours after a request has been made.
3. Only members eligible to vote as per the membership classes in By Law 4 and who have fully paid their renewal fees and any arrears at the time of nomination are eligible for election.
4. Accompanying the nomination form, each person agreeing to be nominated will also provide a written statement of no more than 300 words and provide one recent small size (eg passport size) photograph of the candidate in support of their candidature. This written statement and photograph will be used in the event that a ballot is required. If no written statement or photo is received, then in the event of the postal ballot being required, it will be written that "no written statement or photograph for this candidate was received at the time of nomination".
5. It would be preferable to save time preparing the documents etc for mail out to email this accompanying statement as a word document and a photo of no more than 500 Kilobytes in jpg format to the Society offices or to the returning officer as the Committee may decide.

6. Where there is a candidate for the position of Society President then such candidate may set out in an additional statement of no more than 500 words in the form of a letter or other equivalent document the opinion of that presidential candidate regarding the candidature of any one or more candidates for election to any office bearer position or any ordinary member position on the Committee of Management, including views regarding the suitability, competence and compatibility to work co-operatively as part of a team supported by the presidential candidate in the best interests of the Society as a whole. This statement must be completed and forwarded to the Society within two working days of the close of nominations
7. In addition, if the current Committee so determines, the Committee is able to include a 500 word statement to assist members in understanding its position and the current circumstances which may not be readily apparent to members.
8. The method of voting is in accordance with optional proportional representation method of the Proportional Representation Society of Australia. The Proportional Representation Manual of the Proportional Representation Society of Australia shall constitute the reference manual for the Society elections.
9. The Society should endeavour to obtain at least one copy of the current Proportional Representation Manual and make it available for inspection at reasonable times at the office of the Society at the request of a member.
10. In accordance with the requirements of Rule 16 (2) and 16 (4) and Rule 19 the proxy form to be used by Members of ME/CFS Australia (Victoria) either for the purposes of a postal ballot or for the purposes of voting at a general meeting of the Society shall be based on the example shown in Appendix 2 to this By Law.
11. If there is any provision in any other By Law of the Society which is inconsistent with the provision contained in this By Law then this By Law is to prevail.

**Appendix 1**  
**ME/CHRONIC FATIGUE SYNDROME SOCIETY OF VICTORIA INCORPORATED**  
21-23 Livingstone Close, Burwood, 3125 Phone (03) 9888 8991  
Fax (03) 9888 8981

**NOMINATION FORM**  
**for candidates for the Committee of Management to be elected at the**  
**Annual General Meeting on                      day of                      20**

**(Nominator 1)**

I, .....  
(print full name)

of (address) .....

..... Post Code .....  
being a member of the ME/Chronic Fatigue Syndrome Society of Victoria Inc. **HEREBY NOMINATE**

NAME .....  
(print full name)

of (address) .....

..... Post Code .....  
for election as: President, Vice-President, Secretary, Treasurer, Ordinary Committee Member.  
(Tick appropriate position. Delete other positions)

SIGNED .....  
**AND**

**(Nominator 2)**

I, .....  
(print full name)

of (address) .....

..... Post Code .....  
being a member of the ME/Chronic Fatigue Syndrome Society of Victoria Inc. **HEREBY NOMINATE**

NAME .....  
(print full name)

of (address) .....

..... Post Code .....  
for election as : President, Vice-President, Secretary, Treasurer, Ordinary Committee Member.  
(Tick appropriate position. Delete other positions)

SIGNED .....

I, (nominee) .....

of (address) .....

..... Post Code .....

being a member of the ME/Chronic Fatigue Syndrome Society of Victoria Inc accept the above

nomination for ..... of the Society.  
(insert appropriate position)

SIGNED ..... DATE .....

*All nomination forms must be received by the Secretary at the Society's office, 21-23 Livingstone Close, Burwood 3125,  
no later than (time/date).*

*Reminder: Please include your 300 word statement and photo as detailed in By Law 6: Elections (point 4)*

*Copies of the By Law are available via the website or by contacting the office*

Appendix 2

**Form for appointment of proxy**

**ME/CHRONIC FATIGUE SYNDROME SOCIETY OF VICTORIA INC**  
**21-23 Livingstone Close, Burwood, 3125 (03) 9888 8991**

**PROXY FORM**

I, .....  
(Please print full name)

of .....

being a member of the ME/CFS Society of Victoria Inc, appoint as my proxy  
.....  
(being a member of the Society)

of (address).....

(or failing him, the chairman of the meeting)

to vote on my behalf at the special general meeting (or) annual general meeting of  
the Society to be held on ..... day of ..... 20.... and at any  
adjournment of that meeting.

☐ Authorise my proxy to vote on my behalf as he so decides  
or

☐ My proxy is authorised to vote for the Special Resolutions before the Special  
General Meeting in the following way:

Please tick your vote

- |                          |                                       |   |                                     |
|--------------------------|---------------------------------------|---|-------------------------------------|
| 1. SPECIAL RESOLUTION 1: | IN FAVOUR... <input type="checkbox"/> | / | AGAINST... <input type="checkbox"/> |
| 2. SPECIAL RESOLUTION 2: | IN FAVOUR... <input type="checkbox"/> | / | AGAINST... <input type="checkbox"/> |
| 3. SPECIAL RESOLUTION 3: | IN FAVOUR... <input type="checkbox"/> | / | AGAINST... <input type="checkbox"/> |
| 4. SPECIAL RESOLUTION 4: | IN FAVOUR... <input type="checkbox"/> | / | AGAINST... <input type="checkbox"/> |

*\*As many resolutions as there are to be decided\**

**SIGNED.....date...../...../20....**

**PLEASE COMPLETE AND RETURN TO THE SECRETARY AT 23 Livingstone Close Burwood,  
Vic 3125 BY (time and date 24 hours before the meeting time)**