



COMMONWEALTH PARLIAMENTARY ASSOCIATION

RULES FOR CONDUCTING ELECTIONS

This document contains the **Rules for Conducting Elections** for:

- Chairperson of the CPA Executive Committee.....page 2
- Chairperson of the Commonwealth Women Parliamentarians.....page 10
- Non-Officer Trustee Position, Trust Board.....page 18
- Chairperson of the CPA Small Branches.....page 21
- Treasurer.....page 29
- Vice-Chairperson of the CPA Executive Committee.....page 31

Rules for Conducting Elections

Chairperson, CPA Executive Committee

Contents

1. Returning Officer and Elections Committee	2
2. Nominations.....	3
3. Circulation of Candidates' Information.....	4
4. Candidates and the CPA Secretariat	4
5. Addressing the General Assembly.....	4
6. Electoral Roll	5
7. Contested Elections - Voting	6
8. Polling officials and Scrutineers	6
9. Procedure for voting by secret ballot.....	6
10. Ballot Papers.....	7
11. Counting of Ballots.....	7
12. Destruction of Ballots	8
13. Declaration of Results	8
14. Disputed Votes.....	8
15. Violation of the Rules and Recommendations of Disqualification	8
16. Suspension of Rules.....	10

The Chairperson of the CPA Executive Committee shall be elected according to the Rules for Conducting Elections as set out below.

1. Returning Officer and Elections Committee

In any election for the Chairperson of the CPA Executive Committee –

- (a) the Secretary-General of the Association appointed under *Article 30* of the Constitution shall act as Returning Officer (hereinafter referred to as 'the Returning Officer');
- (b) there shall be an Elections Committee comprising the Chairperson of the CPA Executive Committee, the Vice-Chairperson of the CPA Executive Committee, the Treasurer of the Association, the Chairperson of the Commonwealth Women Parliamentarians and the Chairperson of the CPA Small Branches. The Chairperson of the Executive Committee shall act as Chairperson of the Elections Committee. In the event that an officer of the Association who would normally be a member of the Elections Committee is a candidate in the election he/she shall not take any part in the

proceedings of the Committee during the election process. The quorum of the Elections Committee shall be three (3).

2. Nominations

- (a) Not less than one hundred and twenty days prior to the date of a meeting of the CPA General Assembly at which the election of the Chairperson of the CPA Executive Committee is to take place, the Returning Officer shall, in writing, invite nominations for the office from each CPA Branch, Officer of the Association, Regional Representative and Member of the CPA Network Steering Committees. Self-nomination is prohibited.
- (b) To be valid, such a nomination shall:
 - (i) be in writing and may be submitted in electronic form;
 - (ii) state, and contain the consent of, the nominee, who shall be qualified under *Article 34* of the Constitution but shall not be the elected Chairperson of the CPA Executive Committee then in office;
 - (iii) be proposed and seconded by persons qualified under *Article 34* to hold office in the Association;
 - (iv) be accompanied by the candidate's biography; and
 - (v) subject to paragraph (d), be submitted by a Member of a CPA Branch or by, or on behalf of, a CPA Branch and received by the Returning Officer not less than sixty days prior to the date of the meeting of the CPA General Assembly at which the election of the Chairperson of the CPA Executive Committee is to take place.
- (c) A valid nomination shall be placed on the agenda for the meeting of the CPA General Assembly at which the election of the Chairperson of the CPA Executive Committee is to take place.
- (d) Where no valid nomination is received within the period required by paragraph (b)(v), the CPA General Assembly may receive otherwise valid nominations from the floor at the meeting at which the election of Chairperson of the CPA Executive Committee is to take place.
- (e) Subject to paragraph 1(d), the candidate's biography shall be submitted at the time of nomination and the candidate's statement outlining his/her position and reasons for seeking election (of not more than 150 words in each case) shall be submitted 30 days before the date of the meeting of the CPA General Assembly at which the election is to take place.

- (f) Each candidate's biography and statement will be reviewed by the Returning Officer to ensure the material is factual and non-offensive. Any disputes concerning the candidates' biographies or statements will be referred to the Elections Committee and its decision shall be final.

3. Circulation of Candidates' Information

- (a) The candidates' biographies and statements submitted in accordance with the provisions of paragraph 2(e) will be circulated by the CPA Secretariat with the notice of valid nomination.
- (b) The same material originally circulated to CPA Branches will be circulated again to delegates present at the meeting by the CPA Secretariat. In addition, only the candidate statement and standard business cards may be circulated to delegates by candidates in support of their candidacies. Neither CPA Secretariat staff nor Host CPA Branch Secretariat staff may be used to distribute the candidate statement or business cards to delegates.
- (c) Each candidate is allowed to circulate to CPA Branches and Members no more than one letter, in hard or electronic copy, including the candidate's biography, candidate statement and photograph, in support of his/her own candidacy. No gifts, leaflets, posters or other publicity material shall be produced to assist an election campaign. Other than the candidate statement and biography provided for above, no other statement, publication, leaflet or advertisement shall be made by any person.

4. Candidates and the CPA Secretariat

- (a) The CPA Secretariat shall not finance the travel of any nominated candidate to any CPA event or CPA Branch in an election year, other than to meetings of the CPA Executive Committee and the plenary Conference where the CPA General Assembly is to take place, provided that the candidate is a delegate from his or her CPA Branch.
- (b) No article from a nominated candidate will be accepted for publication in *The Parliamentarian* from the time of nomination until after the election result is finalised.
- (c) CPA Secretariat staff shall avoid any involvement in an election campaign beyond that required under the Constitution or these rules.

5. Addressing the CPA General Assembly

- (a) All candidates shall be nominated and seconded without speeches.
- (b) Duly nominated candidates may address the CPA General Assembly for a period not exceeding ten minutes in support of their candidacy.

- (c) The order in which candidates address the CPA General Assembly shall be decided by the Returning Officer by drawing lots. Candidates will withdraw from the hall during the speeches of their opponents.
- (d) When the Presiding Officer determines that a candidate is unable, for bona fide reasons, to be present for the election, another delegate may address the CPA General Assembly on his/her behalf if the CPA General Assembly agrees on a motion moved without notice and passed by a simple majority of those present and voting.

6. Electoral Roll

- (a) All delegates and Members of the CPA Executive Committee present at the CPA General Assembly shall be entitled to vote at the election of the Chairperson of the CPA Executive Committee. A preliminary electoral roll will be compiled using registration information submitted by delegates and secretaries. The CPA Secretariat will make this preliminary roll available on the Conference website before the start of the Conference.
- (b) The preliminary electoral roll will be posted on the Conference website by the CPA Secretariat and at convenient locations at least 48 hours prior to the scheduled start of the CPA General Assembly at which the vote will take place. The CPA Secretariat will also provide a copy of the preliminary roll to each candidate.
- (c) Delegates, Members of the CPA Executive Committee, CPA Regional Secretaries or Delegation Secretaries may advise the CPA Secretariat of any errors or omissions in the preliminary roll at least 24 hours prior to the scheduled start of the CPA General Assembly at which the vote will take place.
- (d) Members duly qualified to serve as delegates but whose names are not on the preliminary roll may be placed on the final roll as delegates from their CPA Branch on presentation of written authority from their CPA Branch President, CPA Branch Secretary or Delegation Leader to the CPA Secretariat. Members registered as Observers at the start of the Conference cannot change their status to delegates during the Conference and may not substitute for absent delegates during voting.
- (e) The CPA Secretariat shall, 24 hours before the scheduled start of the CPA General Assembly at which the vote will take place, distribute to CPA Regional Secretaries the updated preliminary roll which shall include any amendments made as a result of the errors and omissions notified to it in accordance with the provisions of paragraph 6(c). The CPA Regional Secretaries shall inspect the preliminary roll, notify the CPA Secretariat of any remaining errors or omissions, and thereafter certify to the CPA Secretariat, by the deadline fixed by the Returning Officer, the accuracy of the roll in relation to those entitled to vote from their respective Regions. After this deadline the roll will be closed, and no further changes will be permitted.
- (f) The final roll, with any necessary amendments, will be published on the Conference website and in the place where the vote will be held as soon as possible prior to the

scheduled start of the CPA General Assembly at which the vote will take place. The CPA Secretariat will also provide a copy of the final roll to each candidate.

7. Contested Elections - Voting

- (a) Only those whose names are on the final roll and who are present at the meeting of the CPA General Assembly are eligible to vote and will be issued with ballot papers.
- (b) The voting procedure shall be as follows:
 - (i) voting shall be by secret ballot;
 - (ii) if after a ballot no candidate has achieved an absolute majority of votes cast, the candidate with the lowest number of votes shall be eliminated from the ballot and the delegates shall vote again on the remaining candidates;
 - (iii) where two or more candidates in a ballot tie with the lowest number of votes, the Returning Officer shall, by lot, draw the name of one of the candidates who shall be eliminated from the ballot;
 - (iv) subject to subparagraph (v), the procedure set out in subparagraph (ii) shall be repeated until a candidate achieves an absolute majority of votes cast;
 - (v) where, in a ballot of two candidates, there is an equality of votes, the Returning Officer shall, by lot, draw the name of one of the candidates who shall be deemed to have achieved the required number of votes.
- (c) When there is only one candidate the requirement for a secret ballot shall be waived and the Returning Officer shall declare the candidate duly elected to office.

8. Polling officials and Scrutineers

- (a) The Returning Officer will appoint polling officials to take responsibility for distributing the ballot papers to delegates, collecting and counting the votes under the supervision of the Returning Officer. Whenever it is possible to do so the Returning Officer shall ensure that the polling officials are not from the same Region as any of the candidates.
- (b) Each candidate may appoint two Scrutineers to observe the operation of the poll. Candidates shall inform the Returning Officer of the names of the Scrutineers before the poll is opened.

9. Procedure for voting by secret ballot

- (a) Following the address to the CPA General Assembly by the candidates, two polling stations for voting will be open for no more than two hours. The Returning Officer will announce which Regions are assigned to a particular polling station.

- (b) Polling officials will ask delegates to identify themselves by their official delegates' badge and mark the delegate's name on the electoral roll, initial the ballot paper, then give it to the delegate.
- (c) The delegate will proceed alone to a voting screen and mark the ballot in secret. To cast a vote, delegates shall place a cross or tick beside the name of the candidate on the ballot paper for whom they wish to vote, fold it and place it in designated boxes located in an appropriate location in the polling station. Any voter who spoils a ballot before placing it in the ballot box may return it and receive another in its place, one at a time, not to exceed two in all. A new ballot paper will not be issued unless the spoiled one is returned.
- (d) A person accompanying a delegate with a disability shall be selected by the said delegate.
- (e) Where it has been verified that all those listed on the electoral roll who are present have cast their ballot, the Returning Officer may declare the polls closed before the end of the two-hour period.

10. Ballot Papers

- (a) Each candidate will be listed on the ballot paper by full name and CPA Branch only and the names shall be placed on the ballot paper in alphabetical order. Ministerial and parliamentary posts held by the candidates will not be listed.
- (b) If more than one round of balloting is required, different coloured ballot papers will be used for each round.
- (c) All candidates' names will appear on each set of ballot papers used for each round and the Returning Officer will advise delegates of the names of candidates eligible for that round.
- (d) Votes for eliminated candidates will be considered as spoiled ballots but the number of ballots required for election will not be affected by the number of spoiled ballots.

11. Counting of Ballots

The Returning Officer shall establish a Counting Committee composed of polling officials. The Counting Committee shall retreat to a private area and tally all votes cast and determine the acceptability thereof. Each candidate or his authorized representative shall be entitled to be present at the counting and tabulation of all votes cast.

- (a) Rejected ballots - All ballots which have been declared invalid due to total defacement or other irregularity shall be sorted and a notation placed upon them indicating that they are rejected ballots. Upon completion of the counting of the ballots, the rejected

ballots shall be placed in the ballot box and returned by the Counting committee to the Returning Officer with the validly cast ballots.

- (b) Imperfectly marked ballots - Two or more markings in one voting square or a mark made partly within and partly without a voting square or space do not make a ballot void.
- (c) No ballot shall be rejected for any technical error unless it is impossible to determine the voter's choice, even though the ballot is spoiled or partially defaced.

12. Destruction of Ballots

All election ballots remaining in the possession of the Returning Officer may be destroyed six months after the conclusion of the CPA General Assembly provided that no recount or contest of such election is pending.

13. Declaration of Results

- (a) The result of the election will be declared by the Returning Officer at the CPA General Assembly and shall be final.
- (b) Upon election as the Chairperson of the CPA Executive Committee, the Chairperson shall leave office as the President, Vice-President, Vice-Chairperson, Treasurer, Chairperson of the Commonwealth Women Parliamentarians, CPA Small Branches Chairperson or Regional Representative at the conclusion of the CPA General Assembly.

14. Disputed Votes

- (a) In the event of a dispute over a ballot or ballots cast in a vote, the Returning Officer will determine whether the number of disputed ballots would affect the result and shall take no further action where the result would not be affected.
- (b) When the number of disputed ballots cast in a vote would affect the result, the Returning Officer will determine in his/her sole discretion whether the disputed vote(s) was/were improperly cast. If the Returning Officer determines that they were improperly cast, he/she will report the matter to the CPA General Assembly and the ballot will be conducted again.

15. Violation of the Rules and Recommendations of Disqualification

- (a) The Returning Officer, upon receiving a complaint of a violation of these Rules by a candidate or his/her agent or representative, shall refer the matter to the Elections Committee, provided that any such complaint is submitted to the Returning Officer by the close of voting and before the count is finalized.

- (b) On receiving a complaint or report of a violation under these Rules from the Returning Officer, the Elections Committee shall convene to determine whether a violation has occurred, and the Committee shall make every reasonable effort to conclude its deliberations before the conclusion of the Conference. The Elections Committee shall immediately notify the candidate under suspicion of the complaint and the candidate shall be allowed the opportunity to present his/her case to the Elections Committee. In addition, the candidate shall be notified of the identity of the person making the complaint and has the right to meet with that person.
- (c) All meetings of the Elections Committee to determine whether a violation has occurred shall be held in camera, and an accurate record of the proceedings of the Elections Committee shall be kept by a secretary appointed for this purpose by the Elections Committee. The candidate being discussed has the right to attend the hearing and may present whatever evidence he/she desires to the Elections Committee. The candidate shall answer any questions related to the inquiry asked by the Elections Committee.
- (d) The Elections Committee shall determine whether the candidate's actions constitute a violation under the Rules by a majority vote. Each member of the Elections Committee, except for the Elections Committee Chairperson, is entitled to one vote, with no proxy provision. In the event there are an equal number of Committee members and there is a tied vote, the Chairperson shall have a casting vote.
- (e) When the Elections Committee has made its decision, the Chairperson of the Committee shall report of its findings to the CPA General Assembly. The Chairperson shall report on the following matters:
- details of the original complaint;
 - a summary of the facts found by the Committee;
 - a statement of the rules found to apply; and
 - the decision of the Committee.
- (f) If the Elections Committee determines that an election violation has occurred, it may disqualify the candidate. If the candidate so disqualified is the one who has won the election, the Elections Committee shall declare the election void and the ballot will be conducted again at a time determined by the Returning Officer.
- (g) Any decision by the Elections Committee to disqualify a candidate and to void an election may be overturned on a motion moved without notice in the General Assembly, duly moved by the candidate who has been disqualified or by any other delegate, provided that such motion is carried by at least two-thirds of those present and voting. In the event that the decision of the Elections Committee is overturned by the General Assembly in this way the disqualification shall fall away, and the result of the election shall stand.
- (h) **In the event of any delays in resolving any allegations of breach of the Rules resulting into vacancies in the positions of CPA Chairperson, CWP Chairperson and CPA Small Branches Chairperson, such instances shall be treated as a 'casual vacancy' per Article 21(3) or (5) of the CPA Constitution.**

16. Suspension of Rules

In cases of necessity, any part of these Rules may be suspended on a motion, duly moved, without notice in the CPA General Assembly stating the purpose of the suspension provided that such motion is carried by at least two thirds of those present and voting.

Rules for Conducting Elections

Chairperson, Commonwealth Women Parliamentarians

Contents

1.	Returning Officer and Elections Committee	11
2.	Nominations.....	11
3.	Circulation of Candidates' Information	12
4.	Candidates and the CPA Secretariat	12
5.	Addressing the CWP Business Meeting	13
6.	Electoral Roll	13
7.	Contested Elections - Voting	14
8.	Polling officials and Scrutineers	15
9.	Procedure for voting by secret ballot	15
10.	Ballot Papers	15
11.	Counting of Ballots	16
12.	Destruction of Ballots	16
13.	Declaration of Results	16
14.	Disputed Votes	17
15.	Violation of the Rules and Recommendations of Disqualification	17
16.	Suspension of Rules	18

The Chairperson of the Commonwealth Women Parliamentarians (CWP) shall be elected according to the Rules for Conducting Elections as set out below.

1. Returning Officer and Elections Committee

In any election for the Chairperson of the Commonwealth Women Parliamentarians –

- (a) the Secretary-General of the Association appointed under *Article 30* of the Constitution shall act as Returning Officer (hereinafter referred to as ‘the Returning Officer);
- (b) there shall be an Elections Committee comprising the Chairperson of the CPA Executive Committee, the Vice-Chairperson of the CPA Executive Committee, the Treasurer of the Association, the Chairperson of the Commonwealth Women Parliamentarians and the Chairperson of the CPA Small Branches. The Chairperson of the CPA Executive Committee shall act as Chairperson of the Elections Committee. In the event that an officer of the Association who would normally be a member of the Elections Committee is a candidate in the election she shall not take any part in the proceedings of the Committee during the election process. The quorum of the Elections Committee shall be three (3).

2. Nominations

- (a) Not less than one hundred and twenty days prior to the date of a meeting of the Commonwealth Women Parliamentarians (CWP) Business Meeting at which the election of the Chairperson of the Commonwealth Women Parliamentarians is to take place, the Returning Officer shall, in writing, invite nominations for the office from each CPA Branch, Officer of the Association, Regional Representative and Member of the CWP Steering Committee. Self-nomination is prohibited.
- (b) To be valid, such a nomination shall:
 - (i) be in writing and may be submitted in electronic form;
 - (ii) state, and contain the consent of, the nominee, who shall be qualified under Article 34 of the Constitution but shall not be the elected Chairperson of the Commonwealth Women Parliamentarians then in office;
 - (iii) be proposed and seconded by persons qualified under *Article 34* to hold office in the Association;
 - (iv) be accompanied by the candidate’s biography; and
 - (v) subject to paragraph (d), be submitted by a Member of a CPA Branch or by, or on behalf of, a CPA Branch and received by the Returning Officer not less than sixty days prior to the date of the meeting of the CWP Business Meeting at which the election of the Chairperson of the Commonwealth Women Parliamentarians is to take place.

- (c) A valid nomination shall be placed on the agenda for the meeting of the CWP Business Meeting at which the election of the Chairperson of the Commonwealth Women Parliamentarians is to take place.
- (d) Where no valid nomination is received within the period required by paragraph (b)(v), the CWP Business Meeting may receive otherwise valid nominations from the floor at the meeting at which the election of Chairperson of the Commonwealth Women Parliamentarians is to take place.
- (e) Subject to paragraph 1(d), the candidate's biography shall be submitted at the time of nomination and the candidate's statement outlining her position and reasons for seeking election (of not more than 150 words in each case) shall be submitted 30 days before the date of the meeting of the CWP Business Meeting at which the election is to take place.
- (f) Each candidate's biography and statement will be reviewed by the Returning Officer to ensure the material is factual and non-offensive. Any disputes concerning the candidates' biographies or statements will be referred to the Elections Committee and its decision shall be final.

3. Circulation of Candidates' Information

- (a) The candidates' biographies and statements submitted in accordance with the provisions of paragraph 2(e) will be circulated by the CPA Secretariat with the notice of valid nomination.
- (b) The same material originally circulated to CPA Branches will be circulated again to delegates present at the meeting by the CPA Secretariat. In addition, only the candidate statement and standard business cards may be circulated to delegates by candidates in support of their candidacies. Neither CPA Secretariat staff nor Host Branch Secretariat staff may be used to distribute the candidate statement or business cards to delegates.
- (d) Each candidate is allowed to circulate to CPA Branches and Members no more than one letter, in hard or electronic copy, including the candidate's biography, candidate statement and photograph, in support of her own candidacy. No gifts, leaflets, posters or other publicity material shall be produced to assist an election campaign. Other than the candidate statement and biography provided for above, no other statement, publication, leaflet or advertisement shall be made by any person.

4. Candidates and the CPA Secretariat

- (a) The CPA Secretariat shall not finance the travel of any nominated candidate to any CPA event or CPA Branch in an election year, other than to meetings of the CPA Executive Committee, CWP Steering Committee and the plenary Conference where the CWP Business Meeting is to take place, provided that the candidate is a delegate from her CPA Branch or a Steering Committee Member attending the CWP Steering Committee Meeting.

- (b) No article from a nominated candidate will be accepted for publication in *The Parliamentarian* from the time of nomination until after the election result is finalised.
- (c) CPA Secretariat staff shall avoid any involvement in an election campaign beyond that required under the Constitution or these rules.

5. Addressing the CWP Business Meeting

- (a) All candidates shall be nominated and seconded without speeches.
- (b) Duly nominated candidates may address the CWP Business Meeting for a period not exceeding ten minutes in support of their candidacy.
- (c) The order in which candidates address the CWP Business Meeting shall be decided by the Returning Officer by drawing lots. Candidates will withdraw from the hall during the speeches of their opponents.
- (d) When the Presiding Officer determines that a candidate is unable, for bona fide reasons, to be present for the election, another delegate may address the CWP Business Meeting on her behalf if the CWP Business Meeting agrees on a motion moved without notice and passed by a simple majority of those present and voting.

6. Electoral Roll

- (a) All women delegates, the Presiding Officer at the CWP Business Meeting and Members of the CWP Steering Committee present at the CWP Business Meeting shall be entitled to vote at the election of the Chairperson of the Commonwealth Women Parliamentarians. A preliminary electoral roll will be compiled using registration information submitted by delegates and secretaries. The CPA Secretariat will make this preliminary roll available on the Conference website before the start of the Conference.
- (b) The preliminary electoral roll will be posted on the Conference website by the CPA Secretariat and at convenient locations at the start of the Conference during which the CWP Business Meeting will take place. The CPA Secretariat will also provide a copy of the preliminary roll to each candidate.
- (c) Delegates, Members of the CPA Executive Committee, Members of the CWP Steering Committee, CPA Regional Secretaries or Delegation Secretaries may advise the CPA Secretariat of any errors or omissions in the preliminary roll at least 24 hours prior to the scheduled start of the CWP Business Meeting at which the vote will take place.
- (d) Members duly qualified to serve as delegates but whose names are not on the preliminary roll may be placed on the final roll as delegates from their CPA Branch on

presentation of written authority from their CPA Branch President, CPA Branch Secretary or Delegation Leader to the CPA Secretariat. Members registered as Observers at the start of the Conference cannot change their status to delegates during the Conference and may not substitute for absent delegates during voting.

- (e) The CPA Secretariat shall, 24 hours before the scheduled start of the CWP Business Meeting at which the vote will take place, distribute to CPA Regional Secretaries the updated preliminary roll which shall include any amendments made as a result of the errors and omissions notified to it in accordance with the provisions of paragraph 6(c). The CPA Regional Secretaries shall inspect the preliminary roll, notify the CPA Secretariat of any remaining errors or omissions, and thereafter certify to the CPA Secretariat, by the deadline fixed by the Returning Officer, the accuracy of the roll in relation to those entitled to vote from their respective Regions. After this deadline the roll will be closed and no further changes will be permitted.
- (f) The final roll, with any necessary amendments, will be published on the Conference website and in the place where the vote will be held as soon as possible prior to the scheduled start of the CWP Business Meeting at which the vote will take place. The CPA Secretariat will also provide a copy of the final roll to each candidate.

7. Contested Elections - Voting

- (a) Only those whose names are on the final roll and who are present at the meeting of the CWP Business Meeting are eligible to vote and will be issued with ballot papers.
- (b) The voting procedure shall be as follows:
 - (i) voting shall be by secret ballot;
 - (ii) if after a ballot no candidate has achieved an absolute majority of votes cast, the candidate with the lowest number of votes shall be eliminated from the ballot and the delegates shall vote again on the remaining candidates;
 - (iii) where two or more candidates in a ballot tie with the lowest number of votes, the Returning Officer shall, by lot, draw the name of one of the candidates who shall be eliminated from the ballot;
 - (iv) subject to subparagraph (v), the procedure set out in subparagraph (ii) shall be repeated until a candidate achieves an absolute majority of votes cast;
 - (v) where, in a ballot of two candidates, there is an equality of votes, the Returning Officer shall, by lot, draw the name of one of the candidates who shall be deemed to have achieved the required number of votes.
- (c) When there is only one candidate the requirement for a secret ballot shall be waived and the Returning Officer shall declare the candidate duly elected to office.

8. Polling officials and Scrutineers

- (a) The Returning Officer will appoint polling officials to take responsibility for distributing the ballot papers to delegates, collecting and counting the votes under the supervision of the Returning Officer. Whenever it is possible to do so the Returning Officer shall ensure that the polling officials are not from the same Region as any of the candidates.
- (b) Each candidate may appoint two Scrutineers to observe the operation of the poll. Candidates shall inform the Returning Officer of the names of the Scrutineers before the poll is opened.

9. Procedure for voting by secret ballot

- (a) Following the address to the CWP Business Meeting by the candidates, two polling stations for voting will be open for no more than one hour. The Returning Officer will announce which Regions are assigned to a particular polling station.
- (b) Polling officials will ask delegates to identify themselves by their official delegates' badge and mark the delegate's name on the electoral roll, initial the ballot paper, then give it to the delegate.
- (c) The delegate will proceed alone to a voting screen and mark the ballot in secret. To cast a vote, delegates shall place a cross or tick beside the name of the candidate on the ballot paper for whom they wish to vote, fold it and place it in designated boxes located in an appropriate location in the polling station. Any voter who spoils a ballot before placing it in the ballot box may return it and receive another in its place, one at a time, not to exceed two in all. A new ballot paper will not be issued unless the spoiled one is returned.
- (d) A person accompanying a delegate with a disability shall be selected by the said delegate.
- (e) Where it has been verified that all those listed on the electoral roll who are present have cast their ballot, the Returning Officer may declare the polls closed before the end of the one-hour period.

10. Ballot Papers

- (a) Each candidate will be listed on the ballot paper by full name and CPA Branch only and the names shall be placed on the ballot paper in alphabetical order. Ministerial and parliamentary posts held by the candidates will not be listed.
- (b) If more than one round of balloting is required, different coloured ballot papers will be used for each round.

- (c) All candidates' names will appear on each set of ballot papers used for each round and the Returning Officer will advise delegates of the names of candidates eligible for that round.
- (d) Votes for eliminated candidates will be considered as spoiled ballots but the number of ballots required for election will not be affected by the number of spoiled ballots.

11. Counting of Ballots

- (a) The Returning Officer shall establish a Counting Committee composed of polling officials. The Counting Committee shall retreat to a private area and tally all votes cast and determine the acceptability thereof. One scrutineer for each candidate shall be entitled to be present at the counting and tabulation of all votes cast but candidates themselves are not entitled to be present.
- (b) No ballot shall be rejected for any technical error unless it is impossible to determine the voter's choice, even though the ballot is spoiled or partially defaced.
- (c) All ballots which have been declared invalid due to total defacement or other irregularity making it impossible to determine the voter's choice shall be sorted and a notation placed upon them indicating that they are rejected ballots. Upon completion of the counting of the ballots, the rejected ballots shall be placed in the ballot box and returned by the Counting Committee to the Returning Officer with the validly cast ballots.

12. Destruction of Ballots

All election ballots remaining in the possession of the Returning Officer may be destroyed six months after the conclusion of the CWP Business Meeting provided that no recount or contest of such election is pending.

13. Declaration of Results

- (a) The result of the election will be declared by the Returning Officer at the CWP Business Meeting and shall be final.
- (b) Upon election as the Chairperson of the Commonwealth Women Parliamentarians, the Chairperson shall leave office as the President, Vice-President, Vice-Chairperson, Treasurer, CPA Small Branches Chairperson or Regional Representative at the conclusion of the CWP Business Meeting.

14. Disputed Votes

- (a) In the event of a dispute over a ballot or ballots cast in a vote, the Returning Officer will determine whether the number of disputed ballots would affect the result and shall take no further action where the result would not be affected.
- (b) When the number of disputed ballots cast in a vote would affect the result, the Returning Officer will determine in his/her sole discretion whether the disputed vote(s) was/were improperly cast. If the Returning Officer determines that they were improperly cast he/she will report the matter to the CWP Business Meeting and the ballot will be conducted again.

15. Violation of the Rules and Recommendations of Disqualification

- (a) The Returning Officer, upon receiving a complaint of a violation of these Rules by a candidate or her agent or representative, shall refer the matter to the Elections Committee, provided that any such complaint is submitted to the Returning Officer by the close of voting and before the count is finalized.
- (b) On receiving a complaint or report of a violation under these Rules from the Returning Officer, the Elections Committee shall convene to determine whether a violation has occurred, and the Committee shall make every reasonable effort to conclude its deliberations before the conclusion of the Conference. The Elections Committee shall immediately notify the candidate under suspicion of the complaint and the candidate shall be allowed the opportunity to present her case to the Elections Committee. In addition, the candidate shall be notified of the identity of the person making the complaint and has the right to meet with that person.
- (c) All meetings of the Elections Committee to determine whether a violation has occurred shall be held in camera, and an accurate record of the proceedings of the Elections Committee shall be kept by a secretary appointed for this purpose by the Elections Committee. The candidate being discussed has the right to attend the hearing and may present whatever evidence she desires to the Elections Committee. The candidate shall answer any questions related to the inquiry asked by the Elections Committee.
- (d) The Elections Committee shall determine whether the candidate's actions constitute a violation under the Rules by a majority vote. Each member of the Elections Committee, except for the Elections Committee Chairperson, is entitled to one vote, with no proxy provision. In the event there are an equal number of Committee members and there is a tied vote, the Chairperson shall have a casting vote.
- (e) When the Elections Committee has made its decision, the Chairperson of the Committee shall report of its findings to the CWP Business Meeting. The Chairperson shall report on the following matters:
 - details of the original complaint;
 - a summary of the facts found by the committee;

- a statement of the rules found to apply; and
 - the decision of the committee.
- (f) If the Elections Committee determines that an election violation has occurred, it may disqualify the candidate. If the candidate so disqualified is the one who has won the election, the Elections Committee shall declare the election void and the ballot will be conducted again at a time determined by the Returning Officer.
- (g) Any decision by the Elections Committee to disqualify a candidate and to void an election may be overturned on a motion moved without notice in the CWP Business Meeting, duly moved by the candidate who has been disqualified or by any other delegate, provided that such motion is carried by at least two-thirds of those present and voting. In the event that the decision of the Elections Committee is overturned by the CWP Business Meeting in this way the disqualification shall fall away and the result of the election shall stand.

16. Suspension of Rules

In cases of necessity, any part of these Rules may be suspended on a motion, duly moved, without notice in the CWP Business Meeting stating the purpose of the suspension provided that such motion is carried by at least two thirds of those present and voting.

Rules for Conducting Elections

Non-Officer Trustee Position, Trust Board

Contents

1.	Nominations.....	18
2.	Circulation of Candidates' Information	19
3.	Voting	20
4.	Term of office	20

The Non-Officer Trustee Position, Trust Board shall be elected according to the Rules for Conducting Elections as set out below.

1. Nominations

- (a) Not less than one hundred and twenty days prior to the date of the position of Non-Officer Trustee becoming vacant the Secretary-General shall, in writing, invite nominations for the office from each CPA Branch, Officer of the Association, Regional

Representative and Member of the CPA Network Steering Committees. Self-nomination is prohibited.

- (b) To be valid, such a nomination shall:
 - (i) be in writing and may be submitted in electronic form;
 - (ii) state, and contain the consent of, the nominee, who shall be qualified under *Article 34* of the Constitution but shall not be the Non-Officer Trustee then in office;
 - (iii) be proposed and seconded by persons qualified under *Article 34* to hold office in the Association;
 - (iv) be accompanied by the candidate's biography; and
 - (v) subject to paragraph (d), be submitted by a Member of a CPA Branch or by, or on behalf of, a Branch and received by the CPA Secretary-General not less than sixty days prior to the date of the meeting of the CPA Executive Committee at which the election of the Non-Officer Trustee is to take place.
- (c) A valid nomination shall be placed on the agenda for the meeting of the CPA Executive Committee at which the election is to take place.
- (d) Where no valid nomination is received within the period required by paragraph (b)(v), the CPA Executive Committee may receive otherwise valid nominations from the floor at the meeting of the CPA Executive Committee at which the election of the Non-Officer Trustee is to take place.
- (e) Subject to paragraph 1(d), the candidate's biography shall be submitted at the time of nomination and the candidate's statement outlining his/her position and reasons for seeking election (of not more than 150 words in each case) shall be submitted 30 days before the date of the meeting of the CPA Executive Committee at which the election is to take place.
- (f) Each candidate's biography and statement will be reviewed by the CPA Secretary-General to ensure the material is factual and non-offensive. Any disputes concerning the candidates' biographies or statements will be referred to the CPA Executive Committee and its decision shall be final.

2. Circulation of Candidates' Information

- (a) The candidates' biographies and statements submitted in accordance with the provisions of paragraph 1(e) will be circulated by the CPA Secretariat with the notice of valid nomination.
- (b) The same material originally circulated to CPA Branches will be circulated again to Members of the CPA Executive Committee present at the meeting by the CPA

Secretariat. In addition, only the candidate statement and standard business cards may be circulated to Members of the CPA Executive Committee by candidates in support of their candidacies. Neither CPA Secretariat staff nor Host Branch Secretariat staff may be used to distribute the candidate statement or business cards to delegates.

- (c) Each candidate is allowed to circulate to Members of the CPA Executive Committee no more than one letter, in hard or electronic copy, including the candidate's biography, candidate statement and photograph, in support of his/her own candidacy. No gifts, leaflets, posters or other publicity material shall be produced to assist an election campaign. Other than the candidate statement and biography provided for above, no other statement, publication, leaflet or advertisement shall be made by any person.

3. Voting

- (a) All Members of the CPA Executive Committee present at the CPA Executive Committee meeting when the election of the Non-Officer Trustee is scheduled to take place shall be entitled to vote.
- (b) The voting procedure shall be as follows:
 - (i) voting shall be by secret ballot;
 - (ii) if after a ballot no candidate has achieved an absolute majority of votes cast, the candidate with the lowest number of votes shall be eliminated from the ballot and the delegates shall vote again on the remaining candidates;
 - (iii) where two or more candidates in a ballot tie with the lowest number of votes, the CPA Secretary-General shall, by lot, draw the name of one of the candidates who shall be eliminated from the ballot;
 - (iv) subject to subparagraph (v), the procedure set out in subparagraph (ii) shall be repeated until a candidate achieves an absolute majority of votes cast;
 - (v) where, in a ballot of two candidates, there is an equality of votes, the CPA Secretary-General shall, by lot, draw the name of one of the candidates who shall be deemed to have achieved the required number of votes.
- (c) When there is only one candidate the requirement for a secret ballot shall be waived and the CPA Secretary-General shall declare the candidate duly elected to office.

4. Term of office

The term of office of the Non-Officer Trustee shall be limited to three years and shall expire a year after the term of office of the Treasurer expires.

Rules for Conducting Elections

Chairperson, CPA Small Branches

Contents

1.	Returning Officer and Elections Committee	21
2.	Nominations.....	22
3.	Circulation of Candidates' Information	23
4.	Candidates and the CPA Secretariat	23
5.	Addressing the Small Branches Conference	23
6.	Electoral Roll	24
7.	Contested Elections - Voting	25
8.	Polling officials and Scrutineers	25
9.	Procedure for voting by secret ballot	25
10.	Ballot Papers	26
11.	Counting of Ballots	26
12.	Destruction of Ballots	27
13.	Declaration of Results	27
14.	Disputed Votes	27
15.	Violation of the Rules and Recommendations of Disqualification	27
16.	Suspension of Rules	28

The Chairperson of the CPA Small Branches shall be elected according to the Rules for Conducting Elections as set out below.

1. Returning Officer and Elections Committee

In any election for the Chairperson of the CPA Small Branches –

- (a) the Secretary-General of the Association appointed under *Article 30* of the Constitution shall act as Returning Officer (hereinafter referred to as ‘the Returning Officer’);
- (b) there shall be an Elections Committee comprising the Chairperson of the CPA Executive Committee, the Vice-Chairperson of the CPA Executive Committee, the Treasurer of the Association, the Chairperson of the Commonwealth Women Parliamentarians and the Chairperson of the CPA Small Branches. The Chairperson of the CPA Executive Committee shall act as Chairperson of the Elections Committee. In the event that an officer of the Association who would normally be a member of the Elections Committee is a candidate in the election he/she shall not take any part in the

proceedings of the Committee during the election process. The quorum of the Elections Committee shall be three (3).

2. Nominations

- (a) Not less than one hundred and twenty days prior to the date of a meeting of the CPA Small Branches Conference at which the election of the Chairperson of CPA Small Branches is to take place, the Returning Officer shall, in writing, invite nominations for the office from each CPA Branch, Officer of the Association, Regional Representative and Member of the CPA Small Branches Steering Committee. Self-nomination is prohibited.
- (b) To be valid, such a nomination shall:
 - (i) be in writing and may be submitted in electronic form;
 - (ii) state, and contain the consent of, the nominee, who shall be qualified under *Article 34* of the Constitution but shall not be the elected Chairperson of CPA Small Branches then in office;
 - (iii) be proposed and seconded by persons qualified under *Article 34* to hold office in the Association;
 - (iv) be accompanied by the candidate's biography; and
 - (v) subject to paragraph (d), be submitted by a Member of a CPA Branch or by, or on behalf of, a CPA Branch and received by the Returning Officer not less than sixty days prior to the date of the meeting of the CPA Small Branches Conference at which the election of the Chairperson of CPA Small Branches is to take place.
- (c) A valid nomination shall be placed on the agenda for the meeting of the CPA Small Branches Conference at which the election of the Chairperson of CPA Small Branches is to take place.
- (d) Where no valid nomination is received within the period required by paragraph (b)(v), the CPA Small Branches Conference may receive otherwise valid nominations from the floor at the meeting at which the election of Chairperson of CPA Small Branches is to take place.
- (e) Subject to paragraph 1(d), the candidate's biography shall be submitted at the time of nomination and the candidate's statement outlining his/her position and reasons for seeking election (of not more than 150 words in each case) shall be submitted 30 days before the date of the meeting of the CPA Small Branches Conference at which the election is to take place.
- (f) Each candidate's biography and statement will be reviewed by the Returning Officer to ensure the material is factual and non-offensive. Any disputes concerning the

candidates' biographies or statements will be referred to the Elections Committee and its decision shall be final.

3. Circulation of Candidates' Information

- (a) The candidates' biographies and statements submitted in accordance with the provisions of paragraph 2(e) will be circulated by the CPA Secretariat with the notice of valid nomination.
- (b) The same material originally circulated to CPA Branches will be circulated again to delegates present at the meeting by the CPA Secretariat. In addition, only the candidate statement and standard business cards may be circulated to delegates by candidates in support of their candidacies. Neither CPA Secretariat staff nor Host Branch Secretariat staff may be used to distribute the candidate statement or business cards to delegates.
- (c) Each candidate is allowed to circulate to CPA Branches and Members no more than one letter, in hard or electronic copy, including the candidate's biography, candidate statement and photograph, in support of his/her own candidacy. No gifts, leaflets, posters or other publicity material shall be produced to assist an election campaign. Other than the candidate statement and biography provided for above, no other statement, publication, leaflet or advertisement shall be made by any person.

4. Candidates and the CPA Secretariat

- (a) The CPA Secretariat shall not finance the travel of any nominated candidate to any CPA event or CPA Branch in an election year, other than to meetings of the CPA Executive Committee and the plenary Conference where the CPA Small Branches Conference is to take place, provided that the candidate is a delegate from his/her CPA Branch.
- (b) No article from a nominated candidate will be accepted for publication in *The Parliamentarian* from the time of nomination until after the election result is finalised.
- (c) CPA Secretariat staff shall avoid any involvement in an election campaign beyond that required under the Constitution or these rules.

5. Addressing the CPA Small Branches Conference

- (a) All candidates shall be nominated and seconded without speeches.
- (b) Duly nominated candidates may address the CPA Small Branches Conference for a period not exceeding ten minutes in support of their candidature.

- (c) The order in which candidates address the CPA Small Branches Conference shall be decided by the Returning Officer by drawing lots. Candidates will withdraw from the hall during the speeches of their opponents.
- (d) When the Presiding Officer determines that a candidate is unable, for bona fide reasons, to be present for the election, another delegate may address the CPA Small Branches Conference on his/her behalf if the CPA Small Branches Conference agrees on a motion moved without notice and passed by a simple majority of those present and voting.

6. Electoral Roll

- (a) All delegates at the CPA Small Branches Conference shall be entitled to vote at the election of the Chairperson of CPA Small Branches. A preliminary electoral roll will be compiled using registration information submitted by delegates and secretaries. The CPA Secretariat will make this preliminary roll available on the Conference website before the start of the Conference.
- (b) The preliminary electoral roll will be posted on the Conference website by the CPA Secretariat and at convenient locations at the start of the Conference during which the CPA Small Branches Conference will take place. The CPA Secretariat will also provide a copy of the preliminary roll to each candidate.
- (c) Delegates, CPA Regional Secretaries or Delegation Secretaries may advise the CPA Secretariat of any errors or omissions in the preliminary roll at least 24 hours prior to the scheduled start of the CPA Small Branches Conference at which the vote will take place.
- (d) Members duly qualified to serve as delegates but whose names are not on the preliminary roll may be placed on the final roll as delegates from their CPA Branch on presentation of written authority from their CPA Branch President, CPA Branch Secretary or Delegation Leader to the CPA Secretariat. Members registered as Observers at the start of the Conference cannot change their status to delegates during the Conference and may not substitute for absent delegates during voting.
- (e) The CPA Secretariat shall, 24 hours before the scheduled start of the CPA Small Branches Conference at which the vote will take place, distribute to CPA Regional Secretaries the updated preliminary roll which shall include any amendments made as a result of the errors and omissions notified to it in accordance with the provisions of paragraph 6(c). The CPA Regional Secretaries shall inspect the preliminary roll, notify the CPA Secretariat of any remaining errors or omissions, and thereafter certify to the CPA Secretariat, by the deadline fixed by the Returning Officer, the accuracy of the roll in relation to those entitled to vote from their respective Regions. After this deadline the roll will be closed and no further changes will be permitted.
- (f) The final roll, with any necessary amendments, will be published on the Conference website and in the place where the vote will be held as soon as possible prior to the

scheduled start of the CPA Small Branches Conference at which the vote will take place. The CPA Secretariat will also provide a copy of the final roll to each candidate.

7. Contested Elections - Voting

- (a) Only those whose names are on the final roll and who are present at the meeting of the CPA Small Branches Conference are eligible to vote and will be issued with ballot papers.
- (b) The voting procedure shall be as follows:
 - (i) voting shall be by secret ballot;
 - (ii) if after a ballot no candidate has achieved an absolute majority of votes cast, the candidate with the lowest number of votes shall be eliminated from the ballot and the delegates shall vote again on the remaining candidates;
 - (iii) where two or more candidates in a ballot tie with the lowest number of votes, the Returning Officer shall, by lot, draw the name of one of the candidates who shall be eliminated from the ballot;
 - (iv) subject to subparagraph (v), the procedure set out in subparagraph (ii) shall be repeated until a candidate achieves an absolute majority of votes cast;
 - (v) where, in a ballot of two candidates, there is an equality of votes, the Returning Officer shall, by lot, draw the name of one of the candidates who shall be deemed to have achieved the required number of votes.
- (c) When there is only one candidate the requirement for a secret ballot shall be waived and the Returning Officer shall declare the candidate duly elected to office.

8. Polling officials and Scrutineers

- (a) The Returning Officer will appoint polling officials to take responsibility for distributing the ballot papers to delegates, collecting and counting the votes under the supervision of the Returning Officer. Whenever it is possible to do so the Returning Officer shall ensure that the polling officials are not from the same Region as any of the candidates.
- (b) Each candidate may appoint two Scrutineers to observe the operation of the poll. Candidates shall inform the Returning Officer of the names of the Scrutineers before the poll is opened.

9. Procedure for voting by secret ballot

- (a) Following the address to the CPA Small Branches Conference by the candidates, two polling stations for voting will be open for no more than one hour. The Returning Officer will announce which Regions are assigned to a particular polling station.

- (b) Polling officials will ask delegates to identify themselves by their official delegates' badge and mark the delegate's name on the electoral roll, initial the ballot paper, then give it to the delegate.
- (c) The delegate will proceed alone to a voting screen and mark the ballot in secret. To cast a vote, delegates shall place a cross or tick beside the name of the candidate on the ballot paper for whom they wish to vote, fold it and place it in designated boxes located in an appropriate location in the polling station. Any voter who spoils a ballot before placing it in the ballot box may return it and receive another in its place, one at a time, not to exceed two in all. A new ballot paper will not be issued unless the spoiled one is returned.
- (d) A person accompanying a delegate with a disability shall be selected by the said delegate.
- (e) Where it has been verified that all those listed on the electoral roll who are present have cast their ballot, the Returning Officer may declare the polls closed before the end of the one-hour period.

10. Ballot Papers

- (a) Each candidate will be listed on the ballot paper by full name and CPA Branch only and the names shall be placed on the ballot paper in alphabetical order. Ministerial and parliamentary posts held by the candidates will not be listed.
- (b) If more than one round of balloting is required, different coloured ballot papers will be used for each round.
- (c) All candidates' names will appear on each set of ballot papers used for each round and the Returning Officer will advise delegates of the names of candidates eligible for that round.
- (d) Votes for eliminated candidates will be considered as spoiled ballots but the number of ballots required for election will not be affected by the number of spoiled ballots.

11. Counting of Ballots

- (a) The Returning Officer shall establish a Counting Committee composed of polling officials. The Counting Committee shall retreat to a private area and tally all votes cast and determine the acceptability thereof. One scrutineer for each candidate shall be entitled to be present at the counting and tabulation of all votes cast but candidates themselves are not entitled to be present.
- (b) No ballot shall be rejected for any technical error unless it is impossible to determine the voter's choice, even though the ballot is spoiled or partially defaced.

- (c) All ballots which have been declared invalid due to total defacement or other irregularity making it impossible to determine the voter's choice shall be sorted and a notation placed upon them indicating that they are rejected ballots. Upon completion of the counting of the ballots, the rejected ballots shall be placed in the ballot box and returned by the Counting Committee to the Returning Officer with the validly cast ballots.

12. Destruction of Ballots

All election ballots remaining in the possession of the Returning Officer may be destroyed six months after the conclusion of the CPA Small Branches Conference provided that no recount or contest of such election is pending.

13. Declaration of Results

- (a) The result of the election will be declared by the Returning Officer at the CPA Small Branches Conference and shall be final.
- (b) Upon election as the Chairperson of CPA Small Branches, the Chairperson shall leave office as the President, Vice-President, Vice-Chairperson, Treasurer, and Chairperson of the Commonwealth Women Parliamentarians or Regional Representative at the conclusion of the CPA Small Branches Conference.

14. Disputed Votes

- (a) In the event of a dispute over a ballot or ballots cast in a vote, the Returning Officer will determine whether the number of disputed ballots would affect the result and shall take no further action where the result would not be affected.
- (b) When the number of disputed ballots cast in a vote would affect the result, the Returning Officer will determine in his/her sole discretion whether the disputed vote(s) was/were improperly cast. If the Returning Officer determines that they were improperly cast he/she will report the matter to the CPA Small Branches Conference and the ballot will be conducted again.

15. Violation of the Rules and Recommendations of Disqualification

- (a) The Returning Officer, upon receiving a complaint of a violation of these Rules by a candidate or his/her agent or representative, shall refer the matter to the Elections Committee, provided that any such complaint is submitted to the Returning Officer by the close of voting and before the count is finalized.
- (b) On receiving a complaint or report of a violation under these Rules from the Returning Officer, the Elections Committee shall convene to determine whether a violation has occurred, and the Committee shall make every reasonable effort to conclude its

deliberations before the conclusion of the Conference. The Elections Committee shall immediately notify the candidate under suspicion of the complaint and the candidate shall be allowed the opportunity to present his/her case to the Elections Committee. In addition, the candidate shall be notified of the identity of the person making the complaint and has the right to meet with that person.

- (c) All meetings of the Elections Committee to determine whether a violation has occurred shall be held in camera, and an accurate record of the proceedings of the Elections Committee shall be kept by a secretary appointed for this purpose by the Elections Committee. The candidate being discussed has the right to attend the hearing and may present whatever evidence he/she desires to the Elections Committee. The candidate shall answer any questions related to the inquiry asked by the Elections Committee.
- (d) The Elections Committee shall determine whether the candidate's actions constitute a violation under the Rules by a majority vote. Each member of the Elections Committee, except for the Elections Committee Chairperson, is entitled to one vote, with no proxy provision. In the event there are an equal number of Committee members and there is a tied vote, the Chairperson shall have a casting vote.
- (e) When the Elections Committee has made its decision, the Chairperson of the Committee shall report of its findings to the CPA Small Branches Conference. The Chairperson shall report on the following matters:
 - details of the original complaint;
 - a summary of the facts found by the committee;
 - a statement of the rules found to apply; and
 - the decision of the committee.
- (f) If the Elections Committee determines that an election violation has occurred, it may disqualify the candidate. If the candidate so disqualified is the one who has won the election, the Elections Committee shall declare the election void and the ballot will be conducted again at a time determined by the Returning Officer.
- (g) Any decision by the Elections Committee to disqualify a candidate and to void an election may be overturned on a motion moved without notice in the CPA Small Branches Conference, duly moved by the candidate who has been disqualified or by any other delegate, provided that such motion is carried by at least two-thirds of those present and voting. In the event that the decision of the Elections Committee is overturned by the CPA Small Branches Conference in this way the disqualification shall fall away and the result of the election shall stand.

16. Suspension of Rules

In cases of necessity, any part of these Rules may be suspended on a motion, duly moved, without notice in the CPA Small Branches Conference stating the purpose of the suspension provided that such motion is carried by at least two thirds of those present and voting.

Rules for Conducting Elections

Treasurer

Contents

1. Nominations.....	29
2. Circulation of Candidates' Information	30
3. Voting	30
4. Term of office	31

The Treasurer shall be elected according to the Rules for Conducting Elections as set out below.

1. Nominations

- (a) Not less than one hundred and twenty days prior to the date of the position of Treasurer becoming vacant the CPA Secretary-General shall, in writing, invite nominations for the office from each CPA Branch, Officer of the Association, Regional Representative and Members of the CPA Network Steering Committees. Self-nomination is prohibited.
- (b) To be valid, such a nomination shall:
 - (i) be in writing and may be submitted in electronic form;
 - (ii) state, and contain the consent of, the nominee, who shall be qualified under *Article 34* of the Constitution but shall not be the Treasurer then in office;
 - (iii) be proposed and seconded by persons qualified under *Article 34* to hold office in the Association;
 - (iv) be accompanied by the candidate's biography; and
 - (v) subject to paragraph (d), be submitted by a Member of a CPA Branch or by, or on behalf of, a CPA Branch and received by the CPA Secretary-General not less than sixty days prior to the date of the meeting of the CPA Executive Committee at which the election of the Treasurer is to take place.
- (c) A valid nomination shall be placed on the agenda for the meeting of the CPA Executive Committee at which the election is to take place.
- (d) Where no valid nomination is received within the period required by paragraph (b)(v), the CPA Executive Committee may receive otherwise valid nominations from the floor

at the meeting of the CPA Executive Committee at which the election of the Treasurer is to take place.

- (e) Subject to paragraph 1(d), the candidate's biography shall be submitted at the time of nomination and the candidate's statement outlining his/her position and reasons for seeking election (of not more than 150 words in each case) shall be submitted 30 days before the date of the meeting of the CPA Executive Committee at which the election is to take place.
- (f) Each candidate's biography and statement will be reviewed by the CPA Secretary-General to ensure the material is factual and non-offensive. Any disputes concerning the candidates' biographies or statements will be referred to the CPA Executive Committee and its decision shall be final.

2. Circulation of Candidates' Information

- (a) The candidates' biographies and statements submitted in accordance with the provisions of paragraph 1(e) will be circulated by the CPA Secretariat with the notice of valid nomination.
- (b) The same material originally circulated to CPA Branches will be circulated again to Members of the CPA Executive Committee present at the meeting by the CPA Secretariat. In addition, only the candidate statement and standard business cards may be circulated to Members of the CPA Executive Committee by candidates in support of their candidacies. Neither CPA Secretariat staff nor Host Branch Secretariat staff may be used to distribute the candidate statement or business cards to delegates.
- (c) Each candidate is allowed to circulate to Members of the CPA Executive Committee no more than one letter, in hard or electronic copy, including the candidate's biography, candidate statement and photograph, in support of his/her own candidacy. No gifts, leaflets, posters or other publicity material shall be produced to assist an election campaign. Other than the candidate statement and biography provided for above, no other statement, publication, leaflet or advertisement shall be made by any person.

3. Voting

- (a) All Members of the CPA Executive Committee present at the CPA Executive Committee meeting when the election of the Treasurer is scheduled to take place shall be entitled to vote.
- (b) The voting procedure shall be as follows:
 - (i) voting shall be by secret ballot;
 - (ii) if after a ballot no candidate has achieved an absolute majority of votes cast, the candidate with the lowest number of votes shall be eliminated from the ballot and the delegates shall vote again on the remaining candidates;

- (iii) where two or more candidates in a ballot tie with the lowest number of votes, the CPA Secretary-General shall, by lot, draw the name of one of the candidates who shall be eliminated from the ballot;
 - (iv) subject to subparagraph (v), the procedure set out in subparagraph (ii) shall be repeated until a candidate achieves an absolute majority of votes cast;
 - (v) where, in a ballot of two candidates, there is an equality of votes, the CPA Secretary-General shall, by lot, draw the name of one of the candidates who shall be deemed to have achieved the required number of votes.
- (c) When there is only one candidate the requirement for a secret ballot shall be waived and the CPA Secretary-General shall declare the candidate duly elected to office.

4. Term of office

The term of office of the Treasurer shall be limited to three years.

Rules for Conducting Elections

Vice-Chairperson of the CPA Executive Committee

Contents

1.	Nominations.....	31
2.	Circulation of Candidates' Information	32
3.	Voting	33
4.	Term of office	33

The Vice-Chairperson of the CPA Executive Committee shall be elected according to the Rules for Conducting Elections as set out below.

1. Nominations

- (a) Not less than one hundred and twenty days prior to the date of the position of Vice-Chairperson of the CPA Executive Committee becoming vacant the CPA Secretary-General shall, in writing, invite nominations of existing or incoming CPA Executive Committee Members for the office from each Branch, Officers of the Association, Regional Representatives and Member of the CPA Network Steering Committees. Self-nomination is prohibited.

- (b) To be valid, such a nomination shall:
 - (i) be in writing and may be submitted in electronic form;
 - (ii) state, and contain the consent of, the nominee, who shall be qualified under *Article 34* of the Constitution but shall not be the Vice-Chairperson then in office;
 - (iii) be proposed and seconded by persons qualified under *Article 34* to hold office in the Association;
 - (iv) be accompanied by the candidate's biography; and
 - (v) subject to paragraph (d), be submitted by a Member of a CPA Branch or by, or on behalf of, a CPA Branch and received by the CPA Secretary-General not less than sixty days prior to the date of the meeting of the CPA Executive Committee at which the election of the Vice-Chairperson is to take place.
- (c) A valid nomination shall be placed on the agenda for the meeting of the CPA Executive Committee at which the election is to take place.
- (d) Where no valid nomination is received within the period required by paragraph (b)(v), the CPA Executive Committee may receive otherwise valid nominations from the floor at the meeting of the CPA Executive Committee at which the election of the Vice-Chairperson is to take place.
- (e) Subject to paragraph 1(d), the candidate's biography shall be submitted at the time of nomination and the candidate's statement outlining his/her position and reasons for seeking election (of not more than 150 words in each case) shall be submitted 30 days before the date of the meeting of the CPA Executive Committee at which the election is to take place.
- (f) Each candidate's biography and statement will be reviewed by the CPA Secretary-General to ensure the material is factual and non-offensive. Any disputes concerning the candidates' biographies or statements will be referred to the CPA Executive Committee and its decision shall be final.

2. Circulation of Candidates' Information

- (a) The candidates' biographies and statements submitted in accordance with the provisions of paragraph 1(e) will be circulated by the CPA Secretariat with the notice of valid nomination.
- (b) The same material originally circulated to CPA Branches will be circulated again to Members of the CPA Executive Committee present at the meeting by the CPA Secretariat. In addition, only the candidate statement and standard business cards may be circulated to Members of the CPA Executive Committee by candidates in support

of their candidacies. Neither CPA Secretariat staff nor Host Branch Secretariat staff may be used to distribute the candidate statement or business cards to delegates.

- (c) Each candidate is allowed to circulate to Members of the CPA Executive Committee no more than one letter, in hard or electronic copy, including the candidate's biography, candidate statement and photograph, in support of his/her own candidacy. No gifts, leaflets, posters or other publicity material shall be produced to assist an election campaign. Other than the candidate statement and biography provided for above, no other statement, publication, leaflet or advertisement shall be made by any person.

3. Voting

- (a) All Members of the CPA Executive Committee present at the CPA Executive Committee meeting when the election of the Vice-Chairperson is scheduled to take place shall be entitled to vote.
- (b) The voting procedure shall be as follows:
 - (i) voting shall be by secret ballot;
 - (ii) if after a ballot no candidate has achieved an absolute majority of votes cast, the candidate with the lowest number of votes shall be eliminated from the ballot and the delegates shall vote again on the remaining candidates;
 - (iii) where two or more candidates in a ballot tie with the lowest number of votes, the CPA Secretary-General shall, by lot, draw the name of one of the candidates who shall be eliminated from the ballot;
 - (iv) subject to subparagraph (v), the procedure set out in subparagraph (ii) shall be repeated until a candidate achieves an absolute majority of votes cast;
 - (v) where, in a ballot of two candidates, there is an equality of votes, the CPA Secretary-General shall, by lot, draw the name of one of the candidates who shall be deemed to have achieved the required number of votes.
- (c) When there is only one candidate the requirement for a secret ballot shall be waived and the CPA Secretary-General shall declare the candidate duly elected to office.

4. Term of office

The term of office of the Vice-Chairperson of the CPA Executive Committee shall be limited to one year.

ENDS