

## Directors Election Process

**Policy Updated:** Tourism Council WA (TCWA) Board Meeting August 2017.

### Policy Purpose

The purpose of this policy is to implement the TCWA constitution regarding the Director elections and to provide a fair and transparent election process for candidates and members.

### Election Process

Consistent with the constitution the election will be conducted as follows:

Step	Action	Timetable
Appointment of Election Service Provider and Returning Officer	TCWA Board to appoint Election Service Provider to conduct the ballot and Returning Officer to oversee the election process.	Prior to start of election process.
Call for nominations	TCWA office to call for nominations and distribute form and relevant information to membership.	At least 35 days before AGM.
Close of nominations	Nominees submit a completed nomination form and candidate statement to Returning Officer by close of nominations. Returning Officer determines eligibility of nomination and determines if a ballot is required.	At least 21 days prior to AGM.
Ballot	Election service provider issues eligible members with ballots and candidate statements.	At least 7 days before the close of ballot.
Close of ballot	Election service provider to receive and count ballots and report the outcome of the ballot to TCWA Office.	Within 7 days of AGM.
AGM	Outcome of ballot to be declared at AGM.	AGM date set by Board.

### The TCWA Office

The TCWA Office includes the CEO/Company Secretary and employees of TCWA. The role of the TCWA office is to provide and distribute the information needed to conduct the election.

The TCWA office will establish the timetable, and complete the required actions, consistent with the Constitution and this Policy. The staff and resources of the TCWA office will not be used to assist any candidate with their candidate statement or other electoral material.

### Electoral Register

The TCWA office will maintain a register of members eligible to nominate and vote, and the number of votes each member is entitled to. This register will only be provided to the Election Service Provider and Returning Officer.

### Election Service Provider and Returning Officer

TCWA will engage an Election Service Provider to conduct the election by issuing, receiving and counting ballots. A Returning Officer will be engaged to declare eligible candidates, declare the election result and oversee the election. The Election Service Provider and Returning Officer may be the same organisation.

## Ballot Process

The ballot will be conducted on a first-past-the-post basis (i.e. not a preferential ballot). A valid ballot must vote for the number of candidates for which there are positions to be filled (i.e. a ballot must not vote for more candidates than there are positions available or less candidates than positions available).

## Candidate Eligibility Requirements

In accordance with Section 10.2 and 10.3 the Board has determined the following eligibility requirements for Elected Director positions:

1. The member business must be an Accredited Tourism Business and a financial Ordinary Member for at least two consecutive years as at the date of nomination.
2. The individual candidate must have attended at least two TCWA events or workshops in the 12 months prior to the date of nomination, if the candidate resides in the Experience Perth tourism region, OR at least one TCWA event or workshop in the 12 months prior if the candidate resides outside the Experience Perth tourism region.
3. The individual candidate must have a minimum of 5 years' experience working in the tourism industry in the past 10 years.
4. The individual candidate must be politically neutral and cannot be:
  - an elected office holder in a registered political party; or
  - an elected Federal, State or Local government representative; or
  - a staff member of an elected government representative.

For the purpose of clarity, a candidate may be a member of a registered political party so long as they do not also hold an elected office in the party. Furthermore, a candidate may be a Federal, State or Local Government employee so long as they are not a member of the staff of an elected government office holder (e.g. electorate office staff or ministerial staff).

## Candidate Nomination Form

Candidates will be required to complete and sign the TCWA Candidate Nomination Form. The TCWA Candidate Nomination Form will be used to collect details including, but not limited to:

- Personal details regarding the candidate.
- Details required to assess whether the candidate meets eligibility requirements.
- Details of the Ordinary Member the candidate is authorised to represent.
- Details and signatures of the two (2) Ordinary Members nominating the candidate.
- Date of the nomination.

A completed Candidate Nomination Form must be received by close of nomination to be eligible.

## **Candidate Statement and Photo**

Candidates will also be invited to submit a digital photo and a statement of no more than 250 words. If more than 250 words are submitted only the first 250 words will be presented to members in the Candidate Profile.

The content of the candidate statement is entirely the responsibility of the candidate. The candidate statement must be confined to biographical information about the candidate and the candidate's policies or beliefs and is not to contain information that the Returning Officer considers to be false, misleading or defamatory.

Candidate statements and photo must be submitted with the Candidate Nomination Form by the close of nominations.

## **Determining Candidate Eligibility**

The TCWA Office will provide the Returning Officer with an assessment of candidate eligibility based on information contained in the Candidate Nomination Form, the Electoral Register and other TCWA records.

The Returning Officer may seek further information or written assurances from candidates where necessary to determine eligibility. The Returning Officer shall determine whether a candidate is eligible.

## **Candidate Profile**

The TCWA Office will compile and present profiles of eligible candidate for the information of members. The candidate profile will include:

- Relevant details from the Electoral Register and TCWA records;
- Details from the Candidate Nomination Form; and
- The Candidate Statement and photo provided by the candidate.

Where the candidate does not provide information requested, but not required under the constitution, then the Candidate Profile provided to members will advise that *"this information was not provided by the candidate"*.