

BANKSTOWN CITY NETBALL ASSOCIATION INC.

Returning Officer Policy

1. RETURNING OFFICER:-

- 1.1 Be appointed at the Annual General Meeting.
- 1.2 Not be a member of Council.
- 1.3 Not be eligible to stand for any position on BCNA Inc.
- 1.4 Receive all nominations for election. Nominations shall be forwarded in an envelope marked for the attention of the Returning Officer of BCNA Inc.
- 1.5 Be available for the Annual General Meeting in November and conduct the election of Office Bearers.
- 1.6 All correspondence for nomination of Office Bearers and Committees are to be sealed, addressed as follows and received by the due date and time:

Returning Officer BCNA
"Nomination form
Mr, Mrs, Ms
BCNA Inc.
PO Box CP69
Condell Park, NSW, 2200

Then placed into a locked box at Deverall Park Club House
- 1.7 On receipt initial and date all envelopes so addressed.
- 1.8 These are to be opened within 72 hours of the nominated closing date by the returning officer in the presence of at least two (2) Executive Members.
- 1.9 Registrar will ascertain that all nominations/nominees are financial members of BCNA.
- 1.10 Check that all nominations have followed the correct format ie; nominator, seconder, have signed and the nominee has agreed and their resume has been attached.
- 1.11 Make a list of all conforming nominations received. Record all non-conforming nominations with reason they are not acceptable and notify nominee.
- 1.12 Conduct a draw for positions on the ballot papers in the presence of two (2) executive officers.
- 1.13 Attend the Annual General Meeting. When President declares all positions vacant, monitor the election, call for two non-voting persons to scrutinise any ballot.
- 1.14 Persons will be elected by majority of votes of those present and voting at the Annual General Meeting.
- 1.15 Hand meeting back to executive members to close meeting. New elected executive/members take over at the first general meeting after Annual General Meeting.
- 1.16 There is no proxy voting.