



ROTARY NOTE NO. 2021/13

TOPIC: BOARD NOMINATIONS AND ELECTIONS

Board Nominations - As we approach our Annual General Meetings (AGMs) for our clubs, which must be held each year prior to 31 December, you should be progressing your nominations for election to the board for the coming Rotary year. The standard Rotary club By Laws – Article 3 provide guidance on the process, which the Club Governance Committee has compiled in District 9675 Governance Guide No. 1 – Board Nomination and Election Procedure (available from the District Secretary).

Simply put, the President Elect should have been networking with the members over the past few months, receiving nominations and approaching members directly themselves, for offers or suggestions to serve on the club's board. Try to work with members in their area of interest or expertise, to ensure you end up with a well balanced board.

There is a minimum requirement for a board of at least five (5) directors comprising President, President Elect, Vice President, Treasurer and Secretary and then any number of Directors to manage the various Rotary portfolios. Some clubs will struggle, due to their overall size, to fill the board, so many directors may have dual roles (e.g. President Elect may also be the Vocational Director).

If a President Elect is struggling to fill his/her board, then a call for nominations, at least six (6) weeks before the AGM, will allow sufficient time for nominations to be received (nominations would usually close after four (4) weeks). This will then leave about two (2) weeks for members to think about their preferred candidates before the vote held at the AGM.

Nomination Committee – Some clubs have a Nomination Committee to assist the President Elect to find nominees. The Nomination Committee will look at skills and experience of the individuals to try and find the right sort of people, whose skills suit the portfolio they may be asked to fill. The larger the club, the more helpful a Nomination Committee can be. A Skills matrix of your known board members can also aid in finding suitably skilled candidates to stand for election.

Elections – Where there are only the same number of nominations as positions to fill, no election need be held. The nominees, once they accept the nomination and indicate they are 'willing to serve', are declared elected to their roles.

Where there are more nominations than positions, an election needs to be held. Votes should be held by ballot at the AGM, so a Returning Officer should be appointed to manage the vote. A ballot paper is drawn up and produced to allow members to vote listing the nominees for each contested position. Ideally a couple of scrutineers are appointed to check the vote counting. The nominee with the highest number of votes is elected to each position.



Election Results Minuted – The result of your Board Elections (whether contested or otherwise) must be recorded in the minutes of your AGM, so that your club can show you have followed due process in electing your board for the coming Rotary Year. These elected members then form the board and step into the roles at the Club Changeover at the end of the Rotary year.

KEY POINT(S)

So, to summarise –

- 🌐 Each President Elect should work to build their board during the first half of the Rotary year, to ensure an election can be held at the AGM
- 🌐 Where there is a shortfall of candidates from networking, call for nominations about six (6) weeks prior to the AGM
- 🌐 If there are the same number of candidates as positions, those candidates are confirmed as elected by consensus at the AGM
- 🌐 Where there is more than one candidate for a position, a secret ballot election should be held at the AGM and the candidate with the highest number of votes is declared elected to that position
- 🌐 The result of your board election must be recorded in your AGM minutes

For more **Ron Browne, Chair Club Governance**
information contact: **0414 633 423** r_browne@tpg.com.au