

PROCEDURES			
	ELECTION OF REGIONAL BOARD MEMBERS		
VERSION	DATE	APPROVED BY	NEXT REVIEW
1.1	June 2021	CEO	2024
1.2 (no changes)	March 2025	Interim CEO	2028

Background

The Constitution requires Member Organisations within each Region to elect a Regional Board Member (clause 31).

Purpose

These procedures outline the process by which Member Organisations within each Region will elect a Regional Board Member in accordance with the Constitution and the Regulations (Regulation 14).

Application of procedures

These procedures apply when any election is held for a Regional Board Member position, including elections to fill a casual vacancy.

The CEO is responsible for implementing these procedures.

Procedures

The Constitution states that the term of each Regional Board Member commences immediately after they are elected or appointed (sub-clause 31.8).

The Constitution additionally states that nominations of individuals for the position of Regional Board Member for a Region must be received by the Chief Executive Officer at least 30 days before an election to fill a casual vacancy and at least 120 calendar days before any other election for the position of Regional Board Member for a Region (sub-clause 31.4).

The Regulation for the timing of elections states that unless it is an election to fill a casual vacancy, the elections must be held no earlier than 90 calendar days and no later than one calendar day before the end of the term of the current Regional Board Member (Regulation 14.5).

Timetable for Regional Board Member elections

Action	Schedule
Call for nominations	150 calendar days before end of term
Deadline for nominations	120 calendar days before end of term 30 days before election to fill a casual vacancy
Notice of candidates	14 calendar days after deadline for nominations
Voting commences	30 calendar days before the end of term Within 90 calendar days after a casual vacancy commences
Voting Closes	1 day before end of term Within 120 calendar days after a casual vacancy commences
Announce results of election	Final day of term of current Regional Board Member Within three calendar days after an election to fill a casual vacancy
New term commences	Day after announcement of results of election

Nominations

The Regulation states that the CEO is the Returning Officer for the election (Regulation 14.2).

The Returning Officer will send a call for nominations via email to all Member Organisations within the Region.

This email will outline the nomination process, provide guidance for prospective nominees and include any forms that need to be submitted with nominations.

Nominations from Member Organisations must be received on the designated forms by the deadline.

The CEO will confirm receipt of nomination and eligibility of Member Organisations to nominate.

An individual is not eligible to be nominated if their Member Organisation is non-compliant with clause 31.5 of the Constitution (for example, it has not paid in full the annual member subscriptions that was due on 1 January that year).

If a nomination is received by the due date from a Member Organisation that is non-compliant with clause 31.5 of the Constitution, and the Member Organisation wishes to have the nomination accepted, the CEO will provide a reasonable opportunity to the Member Organisation to comply, no later than seven calendar days after the deadline for nominations.

Notice of candidates

The Returning Officer will advise Member Organisations of the candidates for the Regional Board Member election within 14 calendar days of the deadline for nominations.

The names, curriculum vitae, headshot photographs, and candidate statements will be uploaded to the World Physiotherapy website.

Voting

The Constitution states that, unless the Board decides otherwise, a Member Organisation is not entitled to vote unless it has paid the full annual membership subscription due to be paid to World Physiotherapy for that year (clause 13).

All other Member Organisations within a Region will be entitled to vote in the election for the Regional Board Member from that Region. Every Member Organisation has one voting delegate and this will ordinarily be the President.

The election will be conducted electronically using an online voting system, and managed by World Physiotherapy staff.

The Returning Officer will ensure the online voting system disseminates a unique link to the voting delegate of each Member Organisation using the contact details of Member Organisations derived from the World Physiotherapy Customer Relationship Management (CRM) system.

Member Organisations who are currently not entitled to vote, due to non-payment of the full annual membership subscription, will be advised accordingly. If World Physiotherapy subsequently receives payment of the full amount from a Member Organisation no later than three calendar days before voting closes then the CEO will ensure a unique link is provided to their voting delegate before voting closes.

Information on the vote of any individual voter will be kept confidential by the Returning Officer and any World Physiotherapy staff supporting the election process.

A statement attesting to how the e-vote system has been configured will be signed by the Returning Officer prior to the commencement of voting.

Voting procedure

The voting procedures are consistent with Robert's Rules of Order.

In elections where there is only one candidate the Constitution requires Member Organisations to appoint that nominee. Therefore, plurality voting will occur. In this system:

- Voters choose exactly one option
- Voters may abstain

See the following for additional information on plurality voting:

- <https://electionbuddy.com/features/voting-systems/plurality-voting>

In elections where there are multiple candidates for a single vacancy then preferential voting will occur. In this system:

- Voters rank each candidate.
- Candidates are presented in random order.
- Voters must assign a rank to each candidate.
- Voters may abstain.

The first preference (voter's highest rank) on each ballot counts as one vote for that particular candidate, and the votes for each candidate are tallied. If no candidate receives a majority (greater than 50% of the total valid ballots) based on the first preferences, the candidate with the fewest number of first preference votes is eliminated. The ballots that assigned a first preference vote to that candidate are redistributed and the second preference on each redistributed ballot counts as one vote for that particular candidate.

The process continues until one candidate receives a majority vote.

See the following for additional information on preferential voting:

- <https://electionbuddy.com/preferential/>
- https://www.youtube.com/watch?v=pTyjg3_kvBo

If at any point two or more candidates are tied for the fewest number of votes, all of these candidates are eliminated and the ballots that counted as a vote for these candidates are redistributed in a single step. In the event of a tie between all remaining candidates, the election will be decided in favour of the candidate that received the most first preference votes (by referring to the record of the first count). If there is a tie between all remaining candidates **and** there is also a tie between two or more of these candidates in the number of first preference votes, then a runoff election will be held.

An official result requires voting by a majority of Member Organisations entitled to vote in the election.

Election Audit

By default, votes cannot be changed once submitted by the voter.

Voter ballots (Member Organisation / email address / IP address) and results are observable and auditable to verify votes are correctly cast and avoid election fraud. Any Member Organisation is entitled to meet with the Returning Officer to scrutinise the election results.

Announcement of result

The Returning Officer will confirm the election result via email and in a news story on the World Physiotherapy website.

The result will indicate the number of votes received by each candidate but not how each individual Member Organisation voted. The number of abstentions will be noted.

References

Robert's Rules of Order Newly Revised, Twelfth Edition. Cambridge, Massachusettes, USA; Da Capo Press. 2020