

# The United Grand Chapter of Australia



## Guide and Procedures

### Elections, Ballots and Notices of Motion

**Version 1.0**

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### **Disclaimer and Amendments**

*The information contained in this document does not replace or substitute for any Laws or Regulations of The United Grand Chapter of Australia (UGCA). It is issued solely to provide guidance to Members who have the responsibilities of fulfilling the duties of the Office(s) related to this subject.*

*While every care has been taken to ensure a complete description of the processes and activities involved has been made, any queries or concerns should be raised in the first instance to your Chapter Secretary who, if necessary, can obtain further clarification from the Secretary of your direct Supervisory Level.*

*Amendments will only be issued by the Worthy Grand Secretary and following consultation with the appropriate United Grand Committee.*

### **Document Control**

Any suggestions for improvements to the procedure, and changes on grounds of accuracy, should be forwarded to the Owner (via your Chapter Secretary).

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## Elections, Ballots and Notices of Motion

### **Purpose of this Guide**

Election process defined in this guide is that which is performed annually and usually one (1) month before the Installation meeting. The meeting's purpose is to nominate and elect Office-bearers, Committee Members and various other elements that need to be determined by the Chapter on an annual basis.

Ballot process defined in this guide relates to the use of balloting papers. Balloting papers will be used:

- ★ When a Ballot is requested for Members to vote on Notices of Motion such as changes to the Chapter Bye-Laws;
- ★ During the Annual Election of Office-bearers and Committees. All Office-bearers (with the exception of the Immediate Past Worthy Matron, Immediate Past Worthy Patron and those nominated to represent the five (5) Star Points) must be elected by Secret Ballot:
  - When more than one (1) nomination is received (and accepted) during the election of committee Members; or
  - In lieu of a ballot box when voting on a Petition either for Affiliation or for a Candidate.

A Notice of Motion is a written document requesting a change to the Constitution and Laws of UGCA, or the Bye-Laws of a Chapter.

This guide does not include a description of an Altar or Collected Ballot using a ballot box and ballot balls. The instructions for this are provided for in the Ritual.

This document is to be used by all Members but particularly, Presiding Officers, Secretaries, Treasurers and Tellers who have the responsibility to ensure a legal, effective and efficient election or vote is achieved.

### **Administration Expenses and Petty Cash**

- ★ The term 'Administration Expenses' is to be used instead of 'Honorarium'. The term Honorarium is not accepted by the Australian Taxation Office.
- ★ Following the Annual Election Meeting, the Secretary should, in consultation with the Treasurer, arrange for Administration cheques to be prepared, signed and ready for presentation during the first half of the Installation Meeting.

### **Annual Returns**

- ★ The annual UGCA returns form, or any others as required by the Chapter's Supervisory Levels, should have arrived prior to the Election Meeting. Calculate the appropriate fees to be paid and add these to the Accounts to be read at the meeting so payment can be approved of.
- ★ The Secretary should complete the return for UGCA which needs to be sent within seven (7) days of the Installation. Payment of the statutory fee and UGCA collection (when taken) should also be included. The form should clearly include the full name of the Past Worthy Matron and Past Worthy Patron with the date from, and date to, of service.
- ★ The Secretary should also advise the District Grand Secretary/Grand Secretary/Worthy Grand Secretary of any election results appropriate to that Supervisory Level, e.g. the names and contact details of the Worthy Matron Elect, Worthy Patron Elect, Secretary

Elect and Treasurer Elect. Names and contact details of any Chapter Representative(s) should also be advised (where appropriate in that jurisdiction).

### **Auditors**

- ★ The Secretary should remind the Treasurer to arrange Auditors for the next term prior to the Election Meeting. A letter (or email) from each Auditor stating they are willing to perform auditing duties for the Chapter for the next term will be required. Auditors cannot be an Office-bearer; cannot be a Member of any Committee, and cannot be related to Worthy Matron, Worthy Patron, Treasurer or Secretary.

### **Ballot Material/Papers**

- ★ Ballot papers can be ordered from the Worthy Grand Supplies Officer.
- ★ The Tellers will calculate the ballot papers to be used prior to commencing voting. The same reference number on the slips should be used for each ballot undertaken, e.g. if 30 Members are voting, then 30 ballot paper slips with number 3 should be used. If a second ballot is required, then 30 ballot paper slips with number 4 should be used. It may be appropriate to hand out a number of numbered ballot papers at the commencement of voting
- ★ Any balloting papers used during the meeting are to be destroyed by the Presiding Officer. If a Member asks during the meeting for the results of a ballot to be made known, only the resulting counts should be disclosed, e.g. *Sister Pink obtained 39 votes, Sister Orange obtained 23 votes.*

### **Ballot Papers – Correct method of delivery**

- ★ The Tellers will determine the ballot papers to be used, based on the number of Members voting.
- ★ The Tellers may hand each Member a number of ballot slips joined together. Members should only remove the numbered ballot slip advised by the Worthy Matron and keep the rest of the ballot slips joined together.
- ★ When handing the ballot slip back to the Teller, the Member should hand the slip face down and holding the ballot slip with its number in the Member's hand.
- ★ Ballot slips should not be folded.

### **Chapter Representatives**

- ★ In some jurisdictions, the Worthy Matron may be required to represent the Chapter at Committee Meetings at the Chapter's Supervisory Level e.g. Grand Chapter Committee, Home Fund Committee. Due to work commitments or travel requirements, this may not be possible. The Chapter will therefore need to find someone to fill that role and a letter (or email) from the representative stating same will be required. The Chapter should check with the Supervisory Level as to the rules regarding that representative, i.e. whether they can be a current Grand Office-bearer, a Past Worthy Grand Matron/Past District Grand Matron/Past Worthy Grand Patron/Past District Grand Patron. If no suitable candidate can be found, the Secretary can send a request after the Election Meeting, to the Secretary of the Chapter's Supervisory Level for he/she to find one for the Chapter.

### **Correspondence pertaining to the Election**

- ★ The Secretary should collate any correspondence relating to the Election and keep that separate from the usual correspondence. This correspondence is addressed prior to the Election commencing and on request from the Worthy Matron.
- ★ Following the Election Meeting, the Secretary should prepare correspondence to anyone outside of the Chapter who have been nominated as Auditors or Chapter

Representatives. Letters of thanks should also be sent to those who are no longer taking on those roles for the Chapter in the next term.

### **Election Meeting – Process**

The Worthy Matron should direct the Warder to ask the Sentinel if he/she wishes to vote (if they are outside the Chapter Room), and if so, they can be replaced for this purpose and asked to come into the Chapter Room.

The Worthy Matron will start the process as follows:

*“We will now proceed with the nomination and election of Office-bearers for the term xx/xx”.*

*“Our Tellers for this meeting will be <Name them>. Will the Tellers please take up their positions?”*

*“Sister Secretary, do we have any correspondence relating to this Election?”*

*“I would remind all Members that if you nominate or second a nomination, that you stand until your names are recorded. If you are nominated for Office or a Committee, please stand and wait until all nominations are received. I will then ask you if you wish to stand for the Office/Committee. Everyone please speak clearly so that those recording these proceedings can do so”.*

Nominations will be called for each Office-bearer (as per the order in the Election Template) and recorded. Each nomination must have a Secunder. More than one nomination can be received, and each nomination must be recorded BEFORE the nominees are asked if they will stand for the position. The Worthy Matron will make three (3) requests for nominations before the nominations are closed. The procedure will be:

*“I call for nominations for the position of <POSITION>”.*

*“First time of asking..... Second time of asking ..... Third time of asking.....I declare the call for nominations closed <gavel>. Sister/Brother xxxxxx, are you willing to stand for this position?”*

If more than one nomination is received, the first Member nominated is asked first if they wish to stand for the position, then the second nominee and so on. A Ballot will be required if more than one nominee stands for the same position. Details and an explanation of what to do when multiple nominations are received is provided at Annex B.

The Election Template should continue to be followed to complete the remainder of the nominations and elections. At the end, the Worthy Matron will state:

*“Sister Secretary, can you please read the results of the election”.* (it is not necessary for each nominee and Secunder to be read, just the end result).

*“Thank you to our Tellers for this meeting and I ask that you return to your seats in the Chapter Room”.*

### **Election Record - Template**

See Annex A

- ★ An Election Record Template is used by Chapters to record all the nominations and decisions required at the Election Meeting. An example of such a template is provided at Annex A. This template will be used mainly by the Secretary and Tellers to record the results and by the Worthy Matron who will facilitate the proceedings.
- ★ The Secretary should prepare this template before the meeting, noting the appropriate individual Chapter requirements (e.g. Petty Cash or Administration Expenses amounts passed the last time) and provide copies to the Worthy Matron and the Tellers.

### **Ex-Officio**

- ★ Ex-Officio refers to Worthy Matron, Worthy Patron, Immediate Past Worthy Matron, Immediate Past Worthy Patron, Associate Matron, Associate Patron, Secretary and Treasurer. For the Investigation Committee, the Conductress and Associate Conductress are included as Ex-Officio.

### **Incoming Worthy Matron**

- ★ The incoming Worthy Matron will need to be prepared to announce the Members who will represent the Chapter on the five (5) Star Points at the Election Meeting. The incoming Worthy Matron will also announce her Installing Board and any other positions such as her Social Secretary if appropriate.

### **Non-Attendance at the Election Meeting**

- ★ The Secretary and Worthy Matron should remind all Members of the Chapter (during the meeting prior to the Election Meeting), that if they are not able to attend the Election Meeting, but still wish to stand for Office or a Committee, then they must provide the Secretary with a letter stating same.

### **Notice of Motion – Amendments**

- ★ An amendment to the original Motion can only be considered if it provides an alternative or clarification to the original Motion. It cannot be a direct negative or contrary to the original Motion. If there is any doubt, the Worthy Matron can ask the Proposer of the original Motion whether the amendment is contrary to their Motion.
- ★ An amendment must be dealt with before the dealing of the original Motion continues.
- ★ An amendment is proposed, seconded and discussed (in the same process as the Notice of Motion) and the exact wording of the amendment recorded by the Secretary before it is voted on.
- ★ An amendment only requires 50% plus 1 majority to be passed.
- ★ Once passed, the amendment replaces (becomes) the original Motion, and the final vote is taken. A two-thirds majority vote is required to pass the Motion.
- ★ If there are multiple amendments, they are dealt with in the same manner and the last amendment passed, becomes the final Motion to be voted on.
- ★ When amendments are processed, the Worthy Matron must ensure that all Members are fully aware of what they are voting on. It will be necessary for the Worthy Matron to ask the Secretary to read out each amendment in full and the final Motion (once amended) when it is about to be dealt with.

### **Presiding Officer – Making nominations during the Election**

- ★ The Presiding Officer cannot nominate a Member or second a Member for a nomination. The Worthy Matron can ask the Worthy Patron or a Past Worthy Matron to preside during the Election if she is nominated for Office and intends to accept the nomination.

### **Notice of Motion – to change Bye-Laws**

Notices of Motion relating to changes in a Chapter's Bye-Laws are dealt with in the respective Chapter.

- ★ The Member requesting the change will write the change required and submit to the Chapter Secretary:
  - The letter should contain a paragraph of the exact wording of the Bye-Law in question and then a second paragraph detailing the change required;
  - The relative Bye-Law reference should be included;

- The letter should be signed and dated by the Member.
- ★ The Secretary will read the Notice of Motion at the appropriate time in the Regular Meeting according to Standing Orders. The letter is not read as regular correspondence:
  - In the Minute of that meeting, the Secretary will note “*A Notice of Motion to <Change required> was read. Proposer Sister/Brother xxxxxxxx. Signed <DATE>*”.
- ★ The Secretary will include the Notice of Motion on the next Regular Meeting Agenda. Details of changes proposed, the name of the Proposer/Seconder and date signed by the Proposer is to be included on the Agenda, e.g. “*<Change required>. Proposed Sister/Brother xx. <DATE>*”.

### **Notice of Motion – to change Constitution and Laws**

Notices of Motion relating to changes to the Constitution and Laws need to be processed through each of the Supervisory Levels appropriate to the Chapter in which it is first dealt with. Then, the Notice of Motion is sent through to UGCA for voting by all Members at a Biennial Session.

The Notice of Motion needs to be written in a particular way.

- ★ Start with a short paragraph requesting the support of the Members.  
e.g. “*I hereby request support from the Members of Sunshine Chapter No 99 in a change to Law S.30 in relation to the Dress of the Order*”.
- ★ Next should be a heading “Notice of Motion” and under it, “*Law S.30 should be changed as follows*”, with the next paragraph containing the actual words of the Law as it is written in the Constitution and Laws. Under that paragraph, repeat the previous paragraph, highlighting the changes to be made. Make the changes you require clear, i.e. if you are deleting words or sentences, use the ‘~~strikethrough~~’ option; if you have words or sentences to add, use **bold**.
- ★ Next should be a paragraph with the heading of “Rationale” explaining why you think the law should be changed.
- ★ Finish with a paragraph asking for the proposed changes, if agreed by the Chapter, to be onforwarded to District Grand Secretary/Grand Secretary (as appropriate), for it to be dealt with by the Worthy Grand Secretary.
- ★ The letter should be signed and dated by the Member.

The processing of the Notice of Motion through the Chapter is as follows:

- ★ The Secretary will read the Notice of Motion at the next Regular Meeting as Correspondence.
- ★ The Worthy Matron will ask for any discussion and then call for a recommendation that this Notice of Motion is to proceed to UGCA and ask for a show of hands. A 50% plus 1 majority is required.
- ★ If passed, the Secretary will send through to the next Supervisory Level (e.g. District Grand or Grand), advising that it has been agreed by the Members of the Chapter to proceed to be dealt with by UGCA.
- ★ The process of receiving and recommending the Notice of Motion to continue will be repeated at the next Supervisory Level, i.e. at a District Grand Committee Meeting or a Grand Chapter Committee meeting:
  - The District Grand Committee/Grand Committee should ensure that the wording of the Notice of Motion and its intent is correct. In some cases, it may be a misinterpretation of the Law on the part of the Member or Chapter and it may be



- appropriate for that to be addressed before the Notice of Motion is processed any further;
- If the law pertains to a District or Grand Law it may be appropriate for the Notice of Motion to be sent to a Bye-Laws Committee for their consideration and recommendation.
  - ★ Once the Notice of Motion is received by the Worthy Grand Secretary, it is scheduled to be dealt with at the next Biennial Session of UGCA.
  - ★ The Member who initiated the change must be present at that Biennial Session (Business Meeting) for the Notice of Motion to be formally moved and to speak on it. If they cannot attend, the Member needs to appoint someone else to act on their behalf and the Proposer should provide a letter indicating this to the Member who is representing them. That letter should be provided to the Worthy Grand Secretary at the Biennial Session and prior to the Business Meeting.

### **Notice of Motion – Voting Procedure**

- ★ At the appropriate time, according to the Standing Orders of that meeting and printed on the Agenda, the Worthy Matron will ask the Secretary to read the Notice of Motion.
- ★ The Worthy Matron will ask for the Proposer (the Member who submitted the Notice of Motion) to formally move it. If that Member is not present, any other Member can move it. The response is *“Worthy Matron, I formally move this Motion”*. The Worthy Matron will ask for a Member to second the Motion. The response is *“Worthy Matron, I formally second this Motion”*:
  - If there is no Secunder for the Motion, it lapses and is no longer dealt with.
- ★ The Worthy Matron will ask the Proposer to speak on the Motion. The Proposer will respond as to the reasoning behind their request to change the Bye-Law. The Worthy Matron will then ask the Secunder to speak. They will also indicate their reasoning behind their support of this Motion.
- ★ The Worthy Matron will announce that the Motion is now ‘open’ for discussion, i.e. any other Member can speak for or against the Motion:
  - No Member can speak more than once;
  - If the Proposer speaks again on the Motion, it closes the debate. They should wait until the Worthy Matron signals that discussion is over or until they feel that the matter has been discussed adequately.
- ★ At the appropriate time, the Worthy Matron will ask for the Proposer to ‘close the debate’. The response is *“Worthy Matron, I close the debate”*.
- ★ The Worthy Matron will arrange for the Motion to be put to the vote. Voting can be via show of hands but a Secret Ballot can be called for by any Member and the Secretary should have balloting papers in readiness for this meeting. A two-thirds majority vote is required to pass the Motion.
- ★ A Notice of Motion can be withdrawn after it has been seconded, and only by a majority vote of the Members voting at that meeting.
- ★ Any Notice of Motion discussed and decided on, is not to be introduced to the Chapter again within twelve (12) months.

### **Notice of Motion – When is it required?**

- ★ A Notice of Motion is a written document which is signed and dated by a Proposer:
  - A Notice of Motion is required when requesting changes to any of the Laws contained in UGCA Constitution and Laws. These requests need to be passed through the Chapter and up through the Supervisory Levels of that Chapter before they are submitted to the Worthy Grand Secretary to be dealt with;

- A Notice of Motion is required when requesting changes to a clause in a Chapter's Bye-Laws. These requests are submitted to the Chapter Secretary and dealt with by the Chapter.

#### **Qualifying for a General Vote or Notice of Motion**

- ★ All General, Assured and Life Members qualify to vote on a Notice of Motion.
- ★ Country or Honorary Members are not entitled to vote on a Notice of Motion.

#### **Qualifying for nomination to Office or Committee**

- ★ All General, Assured and Life Members can nominate, elect or be nominated/elected for Office or a Committee. Country or Honorary Members do not qualify, and cannot nominate or elect, or be nominated for Office or a Committee.
- ★ With the exception of Life Members, only Members who are financial for the next term can nominate, vote, and/or be elected to Office (Law S.22). The Treasurer should prepare a list of Members for the Election Meeting who have NOT paid their Dues for the next term.
- ★ The Treasurer can provide this list to the Worthy Matron and Secretary to assist in the monitoring of the nominations during the Election.
- ★ Initiated or Affiliated Members must have been admitted to a meeting at least one (1) month prior to being elected or appointed to Office (except at the institution of new Chapters. (Law S.23)

#### **Secret Ballot**

- ★ A Secret Ballot can be requested by any Member whenever the Chapter is to vote.
- ★ A Secret Ballot can be undertaken using ballot balls/ballot box or balloting papers.

#### **Signatories at the Bank**

- ★ The Treasurer should have papers ready that the Chapter's Bank requires in order to change the signatories for the Bank Accounts (in accordance with Law S.36).
- ★ These can be signed by the appropriate Office-bearers elected after the meeting and submitted to the Bank in readiness for the next meeting.

#### **Teller – Preparation and Process**

- ★ On the Worthy Matron asking the Tellers to take up their positions, the first task for the Tellers is to ascertain how many Members will be participating in the vote. This can be done by asking Members to stand as they are counted and checking Member names against the Attendance Sheets. When the total number of Members voting is determined:
  - The total is communicated to the Worthy Matron (and Secretary);
  - The total is noted by the Tellers and the number required to pass the vote is agreed between them, e.g. two-thirds majority if voting on a Notice of Motion, or 50% plus 1 for all other voting.
- ★ The ballot papers to be used should be prepared. The same reference number on the slips should be used for each Ballot undertaken, e.g. if 30 Members are voting, then 30 ballot paper slips with number 3 should be used. If a second Ballot is required, then 30 ballot paper slips with number 4 should be used.
- ★ When the Tellers are ready, they should ask the Worthy Matron to have all Members who are voting to stand so that balloting material can be distributed. This is done as follows:

- One Teller will issue material starting at the Worthy Matron, then proceeds to those sitting at the Worthy Matron's right, and continuing to Members and Office-bearers on the northern and north-western sides of the Chapter Room;
- One Teller commences with the Worthy Patron, then proceeds to those sitting at the left of the Worthy Patron, and continuing to Members and Office-bearers on the southern and south-western sides of the Chapter Room;
- Ensure that the positions of Esther, Warder and Sentinel are catered for;
- If there is a need for more than two (2) Tellers, they should agree on assigned sections of the Chapter Room for the distribution and collection of balloting material.
- ★ When all balloting material has been distributed, the Worthy Matron will direct the Ballot and then ask the Tellers to collect the votes:
  - Collection of votes should be done by the same Teller (and in the same order) as the balloting material was distributed;
  - Ballot slips should be handed to the Teller face down, and with the ballot slip number in the Member's hand. The Teller should keep the slips face down until they return to the Teller's table;
  - The votes should be confidentially counted by the Tellers and the results written on a paper bag, e.g. total number of Members voting; total numbers voting 'Yes'; total numbers voting 'No'. The Tellers should ensure that the total votes received reconcile to the count taken on total Members voting. If a discrepancy occurs, the proceedings should be halted until it is resolved. A new vote may be necessary;
  - All ballot slips for that vote are placed in the bag, sealed, and a Teller delivers the bag to the Worthy Matron;
  - If there are more than two (2) nominees for a Ballot, refer to Annex B.
- ★ When the results are announced by the Worthy Matron, and if the balloting is complete for this meeting, then the Worthy Matron will ask the Tellers to collect the remaining balloting material:
  - Collection of remaining balloting material should be done by the same Teller (and in the same order) as the balloting material was distributed;
  - All unused balloting material can be left on the Tellers' table (for collection by the Secretary at the end of the meeting) or immediately returned to the Secretary.

### **Tellers – Appointment**

- ★ Tellers are appointed by the Worthy Matron and they should not be related to any of the nominees (if an annual election), or those submitting the Notice of Motion.
- ★ At least two (2) Tellers should be appointed.

### **Tellers - Location in the Chapter Room**

- ★ The Secretary should prepare a private area of the Chapter Room for the Tellers to do their work. A table situated at the back of the Chapter Room is appropriate.
- ★ This table should have the required balloting materiel, paper bags, writing materials, copies of the Election Template (if appropriate) and some blank paper for use by the Tellers.

### **Tellers – Number required**

- ★ A minimum of two (2) Tellers will be required to facilitate a vote. A request to these Members should be made prior to the meeting. These can be Members of the Chapter and if so, they will still be able to take part in the proceedings.

#### **Tellers - Regalia**

- ★ The removal of regalia by a Member who has been asked to be a Teller, is a domestic matter.

#### **Vacant Offices/Committee Members**

- ★ The Secretary is to include the nomination and election of any Office-bearer vacant on each Agenda for a maximum of three (3) months. Vacancies on Committees should also be advised in the same manner.
- ★ Additional Committee Members will need to be nominated and elected for Ex-Officio Office-bearers which remain vacant.

#### **Voting Results - Declaration**

- ★ The Presiding Officer is only required to advise the Members that the Motion has either been passed or not. The Presiding Officer will only advise the actual numbers of votes for/against if another Member requests it. The Presiding Officer must then announce these details to all Members in the Chapter.

## **ANNEX A – SAMPLE ELECTION TEMPLATE**

*The election sheet used should provide additional lines under each Office-bearer to cater for more than one nomination. Those additional lines are not included here for readability purposes.*

*Every nomination is to be recorded regardless of whether the Member accepted the nomination or lost the election during a subsequent vote.*

*The items to be included in the election should be aligned to your Chapter’s Bye-Laws and the mandatory requirements detailed in the UGCA Constitution and Laws. Amend this template as required.*

*All nominees must have a Proposer and a Secunder. When more than one (1) nominee occurs for one (1) position, a ballot using balloting papers will be required.*

Nominations for Worthy District Grand Matron/Worthy District Grand Patron (if appropriate)

	<b>Nominee</b>	<b>Proposer</b>	<b>Secunder</b>
<b>Worthy District Grand Matron</b>			
<b>Worthy District Grand Patron</b>			

Elected Office-bearers:

	<b>Nominee</b>	<b>Proposer</b>	<b>Secunder</b>
<b>Worthy Matron</b>			
<b>Worthy Patron</b>			
<b>Associate Matron</b>			
<b>Associate Patron</b>			
<b>Secretary</b>			
<b>Treasurer</b>			
<b>Conductress</b>			
<b>Associate Conductress</b>			
<b>Chaplain</b>			
<b>Marshal</b>			
<b>Organist</b>			
<b>Warder</b>			
<b>Sentinel</b>			

Announced by the incoming Worthy Matron:

<b>Blue Ray of Adah</b>	
<b>Yellow Ray of Ruth</b>	
<b>White Ray of Esther</b>	

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<b>Green Ray of Martha</b>	
<b>Red Ray of Electa</b>	

<b>Installing Officer</b>	
<b>Installing Chaplain</b>	
<b>Installing Marshal</b>	

GENERAL (AND SOCIAL) COMMITTEE:

Ex-Officio (Past Worthy Matrons, Past Worthy Patrons, All Office-bearers) plus five (5) Members (five (5) to form a quorum).

<b>Nominee</b>	<b>Proposer</b>	<b>Secunder</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>Extra (if required)</b>		

*Extras may be required to replace vacant Offices not likely to be filled, e.g. Associate Patron or Immediate Past Worthy Matron/Immediate Past Worthy Patron.*

INVESTIGATION COMMITTEE:

Ex-Officio (Worthy Matron, Worthy Patron, Immediate Past Worthy Matron, Immediate Past Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress and Associate Conductress) plus five (5) Members (seven (7) to form a quorum).

<b>Nominee</b>	<b>Proposer</b>	<b>Secunder</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>Extra (if required)</b>		

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*Extras may be required to replace vacant Offices not likely to be filled, e.g. Associate Patron or Immediate Past Worthy Matron/Immediate Past Worthy Patron.*

**BENEVOLENT/DISTRESS COMMITTEE:**

Ex-Officio (Worthy Matron, Worthy Patron, Immediate Past Worthy Matron, Immediate Past Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer) plus three (3) Members (five (5) to form a quorum).

<b>Nominee</b>	<b>Proposer</b>	<b>Secunder</b>
1		
2		
3		
<b>Extra (if required)</b>		

*Extras may be required to replace vacant Offices not likely to be filled, e.g. Associate Patron or Immediate Past Worthy Matron/Immediate Past Worthy Patron.*

**SOCIAL SECRETARY:**

<b>Nominee</b>	<b>Proposer</b>	<b>Secunder</b>
1		
2		

**VISITORS' PANEL:**

<b>Nominee</b>	<b>Proposer</b>	<b>Secunder</b>
1		
2		
3		
4		
5		
6		
7		
8		

**AUDITORS:**

<b>Nominee</b>	<b>Proposer</b>	<b>Secunder</b>
1		
2		

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BALLOT: (Collected or Altar)

Ballot Type	Proposer	Second

ADMINISTRATION EXPENSES:

Office-bearer/Member	Amount	Proposer	Second
Secretary			
Treasurer			
Social Secretary			

NOMINATION OF REPRESENTATIVE(S) TO xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx:

Nominee	Proposer	Second
1		
2		

PETTY CASH: (Optional, and if in accordance with the requirements stated in a Chapter's Bye-Laws)

Office-bearer/Member	Amount	Proposer	Second
Secretary			
Treasurer			
Social Secretary			

NOMINATION OF SIGNATORIES ON THE BANK ACCOUNT (see Law S.36):

Nominee	Proposer	Second
1		
2		
3		
4		
5		



## **ANNEX B – MAJORITY VOTING**

Balloting is successful either with a two-thirds majority or a 50% plus 1 majority.

- ★ If the ballot is held to change a Law (e.g. a Bye-law), it needs to be managed as a Notice of Motion and a two-thirds majority of the total number of votes counted, is required;
- ★ For all other voting, including the Election of Office-bearers, half of the total number of votes counted + 1, is required.

Law G.12 states “*when more than two (2) nominees have been proposed for any office, all those whose votes are lowest on the list and do not total collectively one-half of the number polled shall be eliminated from the count, and the vote repeated until the nominee elected has an absolute majority of votes...*”

### **Examples:**

#### Example 1 – 50 voters and 3 nominees (A, B and C)

**A** received 28, **B** received 16 and **C** received 6. Total votes = 50, or  
**A** received 26, **B** received 14 and **C** received 10. Total votes = 50

In both these instances, **A** would be declared elected as the sum of **B** and **C** in both cases do not exceed 25 which is the half of those voting.

#### Example 2 – 50 voters and 3 nominees (A, B and C)

**A** received 24, **B** received 14 and **C** received 12. Total votes = 50, or  
**A** received 20, **B** received 20 and **C** received 10. Total votes = 50

In both these instances, the sum of **B** and **C** are greater than 25, but as **B** has more votes over **C**, a second vote would be taken for **A** and **B**, with **C** dropping out.

#### Example 3 – 50 voters and 3 nominees (A, B and C)

**A** received 24, **B** received 13 and **C** received 13. Total votes = 50

In this instance, **A** held aside, while a second vote for **B** and **C** are taken. The winner of the second vote, contests a third vote with **A**.

#### Example 4 – 51 voters and 3 nominees (A, B and C)

**A** received 17, **B** received 17 and **C** received 17. Total votes = 51

The Teller quietly indicates the result to the Presiding Officer, who thinks quickly and selects two nominees to be voted upon in a second vote, e.g. **A** and **C**. When the results of the second vote are known, the winner of the second vote will contest a third vote against the nominee set aside from the second vote, e.g. **C** (as winner in second vote) contests **B**.

#### Example 5 – 50 votes and 2 nominees (A and B)

**A** received 25, **B** received 25. Total votes = 50

The Teller will approach the Presiding Officer and quietly indicate the tied result. The Presiding Officer will think quickly and CAST a vote by declaring which Office-bearer is elected. It is important that this casting vote is kept confidential between the Tellers and the Presiding Officer. (Law S.68 - casting or deliberate vote).

The Presiding Officer should always be prepared for a possibility of a casting vote. One option for the Presiding Officer to consider is if they had used her/his deliberative vote for Nominee A, then she/he could use the casting vote for Nominee B thus cancelling her/his vote and ensuring the nominee is selected by the majority of the Members voting.