SPANZ
SECONDARY PRINCIPALS' ASSOCIATION OF NEW ZEALAND INC.

VOTING PROCEDURES BY-LAWS
Nomination of Officers & Executive Members of SPANZ - 2018

1. General Meetings

Only full members shall be eligible to vote at such meetings, provided they are financial members at the commencement of the Meeting. Voting shall be in person only except for the election of officers and executive members which may also be by postal ballot.

2. Interpretations

a. In these by-laws

   i. Terms will have the same meaning as they do in the Association's Rules of Incorporation;
   ii. "Member" means a full member of the Association entitled to vote; and
   iii. Reference to a meeting will be construed as a reference to the meeting at which the elections in question are to occur

3. Nominations for Office

a. The Executive Manager will write to each member no later than 60 days prior to the commencement of the Annual General Meeting at their last known address, calling for nominations for the positions of Officers and Executive of the Association, enclosing nomination forms;

b. Nominations for the Officers and Executive of the Association must:

   i. Be made by a member other than the nominee on the official nomination form (or a photocopy of it);
   ii. Contain a written profile of the nominee of not more than 300 words;
   iii. Be received by the Association as its registered office no later than **Friday, February 2nd 2018;**
   iv. The nominee must be a full financial member;
   v. The nominator must be a full financial member;
   vi. The seconder must be a full financial member;
   vii. Be signed by the nominee, the nominator and the seconder.

c. Any nomination that does not comply with clause 2(b) is invalid.

4. Notice of Elections

The Executive Manager will ensure that with notification of the AGM to members (as required under the Association's Rules members will receive:

a. Notice of the name and written profile of each nominee and of the office to which he or she has been nominated;

b. A numbered postal voting form in the prescribed form; and

c. Instruction on how to vote in accordance with this protocol by **Monday 5th February 2018**.

5. Voting Procedure

a. Each member may vote either in person or by post. Each member must vote using the prescribed form;

b. Postal Votes must be received by the Executive Manager at the Association's Registered Office no later than 4.00pm on a date that is 5 clear days **(Monday, 12th March 2018)** before the commencement of the Annual General Meeting (**Monday, 19th March 2018**);

c. Voting in Person must be delivered to the Executive Manager no later than one hour after the conclusion of the first session of the Annual General Meeting. For a member to vote in person they must be registered for the current Annual Conference;

d. Votes that do not comply with clauses 4 (a to c) will be invalid.

6. Voting Form

a. Each member may vote for 1 (one) candidate for the office of President by placing a tick in the box beside that candidate's name;

b. Each member may vote for 2 (two) candidates for the office of Vice President. Each member may also vote for a third choice for the office of Vice President by writing a "2" in the box beside that candidate's name;

c. Each member's third choice will only be counted as a vote if either of the member's first two choices are elected to the office of President and therefore withdraws his or her candidacy for the office of Vice President;

d. Each member may vote for up to 5 (five) candidates to the Executive by placing up to 5 ticks in the boxes besides those candidates' names. Each member may also indicate an additional "second and third choice" by writing a "2" or "3" respectively in the boxes beside those candidates' names;

e. Each member's second choice will only be counted as votes if one of the candidates for whom the member voted to the Executive is elected President or Vice President and withdraws his/her candidacy for the Executive. Each member's third choice will only be counted as a vote if two of the candidates for whom the member voted are elected President and Vice President and therefore withdraw their candidacy for the Executive;

f. In the event of two or more candidates for election to office or Executive receive the same number of votes according to the above procedures (the "tied candidates"), where the number of those candidates and all candidates who receive more votes (if any) exceeds the number of positions in office available, the tied candidates will draw lots to determine which of them is to be appointed to office.

7. Scrutineers

a. The Scrutineers will comprise the Executive Manager and two other people nominated by the Executive Manager and approved by Conference.

March 1997; March 1998; March 1999; March 2000; March 2001; April 2002; May 2003; May 2004; May 2005; April 2006; March 2007; April 2008; March 2009; March 2010; April 2011; March 2012; March 2013; December 2016; December 2017