

# REGULATION

## Postal, Electronic Or Combined Ballot Voting

# 2026



This Policy was adopted by the IDNA Board on 25 February 2026

# NETBALL ILLAWARRA REGULATION

## POSTAL, ELECTRONIC OR COMBINED BALLOT VOTING

### 1 PURPOSE

In accordance with authority provided by Section 41 of the Illawarra District Netball Association Constitution, the Board has created this Regulation that details the administrative and procedural requirements for postal and electronic voting by Council members at an AGM or a Special General Meeting.

This Regulation has been created to provide compliance with the Associations Incorporation Regulation 2022, Schedule 2, and as such cannot be altered unless an error in transcribing from Section 2 is found, or there has been a change to Schedule 2 of the Regulations, which then will require a change to this Regulation. This regulation is to be interpreted in accordance with the Constitution

### 2 DEFINITIONS

**“informal ballot paper”** means a ballot paper that is informal in accordance with this **sub-section 9** of this regulation.

### 3 BALLOTS

- (a) The Board must do the following:
  - (i) Prepare a motion that sets out the details of the matter to be determined by a ballot.
  - (ii) Fix the date for the closing of the ballot
  - (iii) Determine the method of voting to be employed for the ballot
- (b) The ballot must be conducted by the returning officer

### 4 RETURNING OFFICERS

- (a) Any person, except a board member may be appointed as a returning officer.
- (b) The returning officer may appoint a person who would otherwise be eligible to be a returning officer to assist the officer in the performance of the officer’s duties.

## 5 VOTING ROLLS

- (a) The returning officer must prepare a roll that contains the full names and addresses of the members of the association who are entitled to vote.
- (b) A person whose name is not listed on the roll cannot vote in the ballot.

## 6 POSTAL VOTING

- (a) This section applies to a ballot to be conducted by postal voting.
- (b) The returning officer must give the following to each member entitled to vote at least 14 days, or 21 days for a proposed special resolution, before the date fixed for the closing of the ballot—
  - (i) a copy of the motion created by the Board
  - (ii) a ballot paper that contains:
    - 1. instructions for completing the ballot paper, and
    - 2. the question to be determined, and
    - 3. a space for the member to record the member's vote,
  - (iii) a notice that contains:
    - 1. the closing date of the ballot,
    - 2. the address where the ballot paper is to be returned,
  - (iv) a returning envelope that:
    - 1. is addressed to the returning officer, and
    - 2. contains the name and address of the member on the reverse,
  - (v) if the ballot is a secret ballot—an envelope marked "Ballot Paper".
- (c) The member must vote by marking the ballot paper in accordance with the instructions given.
- (d) The member must, after completing the ballot paper:
  - (i) enclose and seal in the returning envelope:
    - 1. the ballot paper, or
    - 2. for a secret ballot—the sealed envelope marked "Ballot Paper" in which the ballot paper is enclosed, and
  - (ii) post or give the envelope to the returning officer so that it is received by the returning officer before the close of the ballot.
- (e) On receiving a returning envelope, the returning officer must
  - (i) compare the information on the envelope with the information on the voting roll to confirm that the vote was cast by a member entitled to vote, and
  - (ii) ensure the ballot paper is securely stored until the votes are counted.

## 7 ELECTRONIC VOTING

- (a) This section applies to a ballot to be conducted by electronic voting.
- (b) Electronic voting must be conducted, as determined by the Board

- (i) By email, or
  - (ii) Using a voting website, or
  - (iii) By other electronic means
- (c) The returning officer must give the following to each member entitled to vote at least 14 days, or 21 days for a proposed special resolution, before the date fixed for the closing of the ballot
- (i) a copy of the motion prepared by the board,
  - (ii) access to an electronic ballot paper, or a voting website or other electronic application containing an electronic ballot paper, that contains:
    1. instructions for completing the ballot paper, and
    2. the question to be determined, and
    3. the means by which the member is to record the member's vote,
  - (iii) access to the following information
    1. the closing date of the ballot,
    2. if voting by email—the email address to which the ballot paper must be sent,
    3. if voting by other electronic means—instructions for accessing the electronic voting system and returning the ballot paper.
- (d) If the ballot is a secret ballot, the returning officer must ensure the identity of the member cannot be ascertained from the ballot paper.
- (e) The voting member must—
- (i) vote in accordance with the instructions given, and
  - (ii) return the ballot paper to the returning officer so that it is received by the returning officer before the closing date.
- (f) The returning officer must ensure each ballot paper is securely stored until the votes are counted.

## 8 COMBINED POSTAL AND ELECTRONIC VOTING

- (a) This section applies to a ballot to be conducted both by postal voting and electronically.
- (b) The returning officer must give each member entitled to vote the items specified in **sections 6(b) and 7(c)** at least 14 days, or 21 days for a proposed special resolution, before the date fixed for the closing of the ballot.
- (c) If the ballot is a secret ballot, the returning officer must ensure the identity of the member cannot be ascertained from the electronic ballot paper.
- (d) The member may choose to vote by post or electronically.
- (e) If the member chooses to vote by post, **sections 6(c), 6(d) and 6(e)** apply.
- (f) If the member chooses to vote electronically, **section 7(e) and 7(f)** apply.

## 9 INFORMAL VOTES

- (a) A ballot paper completed by postal or electronic voting is informal if the member failed to record a vote in accordance with the instructions given by the returning officer.
- (b) Despite **clause 9(a)**, a ballot paper completed by postal voting is not informal merely because it contains an unnecessary mark if, in the returning officer's opinion, the intended vote is clearly indicated.
- (c) If a ballot is to be conducted using a voting website or other electronic application, not including electronic voting by email, the website or application must give a warning message to a person attempting to cast an informal vote that the vote is informal.

## 10 BALLOT RESULTS

- (a) As soon as practicable after the close of a ballot conducted by postal or electronic voting, or both, the returning officer must:
  - (i) for a secret ballot involving postal voting—open the envelopes marked “Ballot Paper” and remove the ballot papers, and
  - (ii) reject all informal ballot papers, and
  - (iii) ascertain the result of the ballot by—
    1. for a postal ballot—counting the votes that are not rejected, or
    2. for an electronic ballot—reviewing the information and reports about the ballot, or
    3. for a combined postal and electronic ballot—counting the postal votes that are not rejected and reviewing the information and reports about the electronic ballot.
- (b) The returning officer must:
  - (i) prepare and sign a statement of the result of the ballot, and
  - (ii) give a copy of the statement to the secretary of the association.
- (c) On receiving the statement of the result, the secretary must—
  - (i) make an entry in the minute book showing the result, and
  - (ii) for a ballot for a proposed special resolution—give written notice to members of the result as soon as practicable after receiving the statement.
- (d) The member presiding at the next general meeting of the association must announce the result of the ballot at the meeting.

## 11 KEEPING OF BALLOT RECORDS

- (a) The returning officer must keep the following in secure storage, as they relate to a ballot conducted in accordance with this Schedule, for at least 8 weeks after the date fixed for the closing of the ballot or a longer period specified in a written direction of the board:

- (i) voting rolls,
- (ii) ballot papers, including rejected ballot papers from a ballot involving postal votes,
- (iii) all records, whether formal or informal, relating to a ballot involving electronic votes.