

# **REGULATION**

## **Nominations, Elections And Voting Procedures For Board And Committee Positions**

# **2026**



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

# NETBALL ILLAWARRA REGULATION

## NOMINATIONS, ELECTIONS AND VOTING PROCEDURES FOR BOARD AND COMMITTEE POSITIONS

### 1 PURPOSE

In accordance with authority provided by Section 41 of the Illawarra District Netball Association Constitution, the Board has created this Regulation that sets down the procedural requirements of the Association for all ballots, and elections. This regulation has been created to be read in conjunction with Sections 17, 18, and 31 of the Constitution, and interpreted in accordance with the Constitution.

### 2 NOMINATIONS

#### 2.1. General

- (a) All nominations are to be completed online through the Netball Illawarra website.
- (b) Nominations shall only be accepted from senior members of Netball Illawarra, provided they:
  - (i) are not an undischarged bankrupt, and
  - (ii) are not ruled as unsuitable by the Board to serve on the Board or in any position at any level of Netball Illawarra, and
  - (iii) have a current Working With Children Check number that has been checked by the Association.
  - (iv) are considered to be suitably qualified to take on the nominated role, and
- (c) Nominations shall:
  - (i) Be authorised by two (2) members of the Executive of the Affiliated Club to which the nominee is a member. The nominee shall not be one of the authorising Executive of the nominee's club.
  - (ii) certified by the nominee expressing their acceptance of the nomination for the position for which they have been nominated.
- (d) The Returning officer is to confirm the nomination with the persons shown as nominating and seconding the nominee.

#### 2.2. Nominations For Director Positions

In addition to the requirements specified in Sub-Section 6.2.1 above, nominations for Director positions shall also comply with the requirements specified in Sub-Section 17.1 of the Constitution.

### **2.3. Nominations For Returning Officer**

Where, there is no Sports Administrator employed by the Association, the following procedures will apply:

- (a) Nominations for the position of Returning Officer shall be advertised through Clubs and called for at least forty-two (42) days prior to the Annual General Meeting.
- (b) When calling for nominations, details of the necessary qualification and job description shall also be provided. Qualifications and job description shall be as specified in the Regulations or otherwise determined by the Board from time to time.
- (c) Nominations must be received by the Returning Officer not less than twenty-one (21) days before the date fixed for the Annual General Meeting in accordance with clause 6.2.1 above.

### **2.4. Nominations For Other Positions**

- (a) Elections for all other positions detailed in the Regulations shall be held at a Board Meeting, or as required by the Constitution or Regulations.
- (b) Other positions that may be appointed by the Board shall include:
  - (i) Two (2) Delegates to Netball NSW
  - (ii) Two (2) Proxy Delegates to Netball NSW
  - (iii) Canteen Supervisor
  - (iv) Returning Officer
- (c) Nominations for such positions shall be advertised through Clubs and called for at least forty-two (42) days prior to the date specified on which the election is to take place.
- (d) When calling for nominations, details of the necessary qualification and job description for the positions shall be provided. Qualifications and job description shall be as specified in the Regulations or otherwise determined by the Board from time to time.
- (e) Nominations must be received by the Returning Officer not less than twenty-one (21) days before the date fixed by the Board in accordance with clause 6.2.1.

### **2.5. Nominations For Standing Committee Positions**

- (a) Elections for all positions on Committees shall be conducted at a Board Meeting.
- (b) Nominations shall be advertised through all Clubs and called for at least forty-two (42) days prior to the date specified for the election is to take place.
- (c) When calling for nominations, details of the necessary qualifications and the job description for the positions shall be provided. Qualifications and job descriptions shall be as specified in the Regulations or otherwise determined by the Board from time to time.
- (d) Nominations must be received by the Returning Officer not less than twenty-one (21) days before the date fixed by the Board in accordance with clause 6.2.1.

### **3 RECEIPT OF NOMINATION FORMS**

- (a) Upon receipt of a nomination, the date and time of receipt shall be recorded and registered as incoming correspondence, by the Returning Officer.
- (b) The Returning Officer, after the close of nominations shall, check that they comply with the requirements of the Constitution and the Regulations.
- (c) A full list of nominees and their credentials, appropriate to the position for which they are nominating, will be issued to all Club Secretaries, Life Members and Directors after the closing date for nominations.

### **4 ELECTION OF DIRECTORS**

- (a) General information regarding Director Elections:
  - (i) Elections for each Director's position shall be conducted at the Annual General Meeting of Netball Illawarra.
  - (ii) The election process for Directors is specified in the Constitution.
  - (iii) Voting for each position shall take place by secret ballot.
  - (iv) The Returning Officer shall act as the scrutineer for all votes taken for an election.
  - (v) The Scrutineer shall examine each vote, ensure its validity, and record one vote for each nomination.

### **5 ELECTION OF THE RETURNING OFFICER**

Where, there is no Sports Administrator employed by the Association, the following procedures will apply:

- (a) General information regarding the election of a Returning Officer:
  - (i) Elections for position of Returning Officer shall be conducted at the Annual General Meeting of Netball Illawarra.
  - (ii) Voting for the position shall take place by secret ballot.
  - (iii) The Vice-President shall act as the scrutineer for any votes taken for the election of the Returning Officer.
  - (iv) The Scrutineer shall examine each vote, ensure its validity, and record one vote for each nomination.
- (b) If there is more than one nomination for the Returning Officer position:
  - (i) Voting papers shall be prepared listing the names of nominees in alphabetical order.
  - (ii) Each eligible voting member present shall record a vote by indicating the nomination preferred with a tick, cross, signifying mark, or other similar indication.
  - (iii) The Scrutineer shall examine each vote, ensure its validity, and record one vote for each nomination.
  - (iv) The Scrutineer shall advise the chairperson of the meeting, the results of the vote for the position of Returning Officer of the Association.
- (c) If there is only one nomination for the Returning Officer position:

- (i) Voting papers shall be prepared giving the option for each voter to accept or reject the nomination.
  - (ii) each eligible voting member present shall record a vote by indicating the option preferred with a tick, cross, signifying mark, or other similar indication in the appropriate box.
  - (iii) The Scrutineer shall examine each vote, ensure its validity, and record one vote for each option.
  - (iv) The Scrutineer shall advise the chairperson of the meeting, whether or not the nomination has been accepted by the voting members present.
- (d) If there is no nomination for the Returning Officer position or if a person is not approved by the majority of members, then the position will be deemed a casual vacancy.

## **6 ELECTIONS TO FILL OTHER POSITIONS**

- (a) General information regarding all other Elections:
  - (i) Elections for all other elections shall be conducted at a Board Meeting.
  - (ii) Voting for positions may take place by secret ballot.
- (b) If there is no nomination for a position or if a person is not approved by the majority of members, the position will be deemed a casual vacancy.

## **7 ELECTION TO FILL STANDING COMMITTEE POSITIONS**

- (a) General information regarding elections for Standing Committee positions:
  - (i) Elections for positions on a Standing Committee shall be conducted at a Board Meeting.
  - (ii) Voting for positions may take place by secret ballot.
- (b) If there are fewer nominations received than there are positions on the Committee, or, if vacancies still exist after elections for previously nominated members any positions not filled will be deemed as casual vacancies.

## **8 DELEGATES**

- (a) Each Club shall be permitted to have one or more delegates represent the club at General Meetings of Netball Illawarra. The number of delegates being determined in accordance with the requirements of sub-section 45.2 of the Constitution.
- (b) Delegates for each club shall be nominated annually on the Affiliation Form.
- (c) Proxy delegates for each club shall be nominated annually on the Affiliation form.
- (d) Delegates are eligible to vote on motions or discussion items submitted in accordance with the Constitution and/or Regulations, and all elections at any General Meeting.
- (e) Delegates can be Life Members of Netball Illawarra. Where this occurs, such delegates shall only be entitled to one vote.
- (f) Delegates cannot be members of the Board or permanent full-time employee of Netball Illawarra.