

# Australasian Sleep Association

## ELECTRONIC VOTING POLICY

*Approved by the ASA Board on 7 August 2023*

*Due for review in August 2026*

This policy applies to elections conducted electronically by the Australasian Sleep Association (ASA) according to the Constitution, which outlines in clauses 30.3 and 30.4 how member-appointed directors and presidents-elect may be voted on electronically. According to the Constitution, only Full Members and Emeritus Members are eligible to vote.

### **POLICY**

The ASA will use electronic voting wherever possible for appointments to the Board of Directors, and may also use it for appointments to branch committees and councils. Electronic voting supports the principle of giving all voting members an opportunity to select their association representatives, and also promotes openness and transparency in appointments. All voting is anonymous.

The ASA currently uses Election Buddy to conduct electronic voting and relies on the software counting system to determine election results. Candidates and voting members will be advised if there is a change to the use of election software and the process that will be followed if Election Buddy is not able to be used.

### **MEMBER-APPOINTED DIRECTORS**

At each Annual General Meeting multiple member-appointed director vacancies become available to be filled. Where more nominations are received than vacancies are available, electronic voting is used to determine who is elected.

ASA uses a first-past-the-post system to fill member-appointed director vacancies, where voters indicate the single candidate they would most like to be appointed. If there are multiple vacancies to be filled, candidates are appointed who receive the most votes. For example, if there are three vacancies and six candidates, the candidates who received the first, second and third highest number of votes will be elected.

### **PRESIDENT ELECT**

Where more than one nomination is received for the role of President Elect, voters will be asked to indicate their preferences by numbering the candidates from 1 onwards. After voting closes, votes will be counted and the first candidate to receive more than 50% of the votes will be elected. If no candidate receives more than 50% of the votes in the first count, preferences will be counted until a candidate reaches the required majority and is elected.

### **RETURNING OFFICER**

The ASA CEO will be the Returning Officer for all elections and no other staff will be able to view any election results until after voting has closed.

If two or more candidates receive the same number of votes, the Returning Officer will determine by lot which is elected and/or by implementing the principles in the ASA's [Diversity and inclusion policy](#).