

POLICY NO.	M.27
POLICY SUBJECT	Election of President & Deputy President
ADOPTION DATE	29 November 2007 (C.13/1107)
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

As newly elected Councillors may be unacquainted with the candidates who have nominated for the positions of President and/or Deputy President, each candidate shall make a presentation of no more than five (5) minutes duration, providing some background information on themselves in support of their nominations prior to ballot papers being distributed.

The process for the election of President and Deputy President shall be as follows:

1. All nominations are to be submitted in writing to reach the CEO by no later than 4.00pm on the day of the Special Meeting where the election will take place. This cut-off time is to allow the CEO sufficient time to prepare ballot papers for the elections of President and Deputy President.
2. At the Special Meeting, the names of the candidates nominated for the position of president will be read aloud by the CEO who will then call upon each candidate to make their presentation. The order of presentation will be determined by ballot.
3. Where there are two or more candidates, all candidates will remain in the room and make their presentation when called upon. Ballot papers will be distributed to all elected members present and at the conclusion of the count the CEO will declare the President elected.
4. Once the election of the President has concluded and the President has assumed the Chair, the CEO will read aloud the names of the candidates nominated for the position of Deputy President. The President will call upon each candidate to make their presentation. The order of presentation will be determined by ballot.
5. Where there are two or more candidates, all candidates will remain in the room and make their presentation when called upon. Ballot papers will be distributed to all elected members present and at the conclusion of the count the CEO will declare the Deputy President elected.