



Regulation 02-26– Board Election Procedure

Effective Date: 21 May 2026

1. Purpose:

This regulation seeks to support **clauses 17 - 18** of the Fitzroy Victorian Bowling and Sports Club Inc (**Club**) Constitution (**Constitution**).

These regulations are made under **clause 36** of the Constitution and can be amended from time to time by the Board.

2. Nominations:

- Nominations for Director positions on the FVBC Board shall be called for 45 days prior to the AGM.
- No member who is employed by the Club as an employee or contractor can nominate for a director's position.
- Nominees must declare any positions held in the NSO, SSO or Region.

3. Nominations must be:

- a. Completed on the Club prescribed form with details of qualifications and experience relevant to Club director job descriptions for positions.
- b. Signed by 2 full financial or life Members at the time of nomination.
- c. Certified by the nominee who must be a full financial or life member at the time of nomination.
- d. Delivered to the Club and post it in the nomination box not less than 25 days before the date of the AGM.

Specific dates and instructions will be posted on the Club noticeboard and published in the Club newsletter and member portal 45 days prior to the AGM.

4. Elections Clause 17

- a. If the number of nominations received is equal to the number of vacancies to be filled and a minimum of 2 female and 2 male members is maintained for the year to commence, then those nominated may be declared elected, if approved by a majority of Members present at the AGM and entitled to vote.
- b. If the number of females or males nominated each year (noting there is a two-year term served by director) does not maintain the minimum of 2 females and 2 males for the year to commence, then respective positions will be declared casual vacancies and filled as per **clause 19 1**.
- c. If there are insufficient nominations to fill all vacancies these will be deemed casual vacancies.
- d. If the number of nominations exceeds the number of vacancies, then ballot papers will be prepared, listing the candidates alphabetically and posted on the Club noticeboard at least 14 days prior to the AGM.



- e. Ballot papers will be available at the Club and/or can be emailed to members on request.
- f. Ballot papers will be placed in the Ballot Box or returned to the Secretary via email, recorded and placed in the ballot box by 3pm on the day of the AGM.
- g. Two financial members will act as scrutineers to oversee the process and relate the result to the Chair of the AGM by 6pm.
- h. Directors are elected for a term of 2 years, which commences from the conclusion of the AGM at which they are elected until the conclusion of the second AGM following.
- i. At the first Board meeting after the AGM, the Directors will elect Office Bearers, - Chairperson, Secretary, Treasurer, Vice Chair /Head of Bowls.

5. Appointed Directors – Clause 18

The Board may appoint two directors who may have specific skills relevant to the governance and operation of the Club or such other skills that complement the Board composition.

At the first Board meeting after the AGM and the Directors elect officer bearers the Board will discuss the skills mix of the board and identify if there is an opportunity to appoint specific skills sets. The Board will nominate 2 directors to source and introduce possible appointees.