



Policies and Procedures

Election Procedure: Board

Version: Final May 2015

1. BACKGROUND

The ALLG has adopted a new Constitution 14 November 2013, in keeping with the Constitution this document outlines the process required for appointment to the Board.

2. PURPOSE

The purpose of this document is to define the procedure for nomination and election to the Board.

3. SCOPE

This policy applies to all elections held by the ALLG and conducted by the ALLG's returning officer or delegate.

This policy applies to the Members, Board of Directors, Committee Members and staff members employed by the ALLG.

The Returning Officer is not to be a Member of the Company.

4. REFERENCES

This policy should be enacted according to the Constitution clause 8, 9 and 10, and read in association with the ALLG's **Election Policy: Board** and other named documents in Section 9.0.

5. AUTHORISATION

The ALLG Chairman of the Board.

6. POLICY

This procedure is made under the Election Policy: Board.

7. PROCEDURE

a. Nominations

A call for nominations must be:

- in the form in **Appendix A Call for Nominations**;
- published in publications circulating to Members and on ALLG web site as determined by the returning officer; and
- published at least eight to ten weeks before the date of the AGM

Close of nominations must be at least two weeks after the call for nominations.

Nomination forms must be:

- substantially in the form in **Appendix B Nomination Form**; and
- available on the web site determined by the returning officer.

b. Notice of ballot

A notice of ballot must:

- be published in publications circulating to Members and on web site as determined by the returning officer;
- be published at least four to six weeks before the date of the election;
- state closing date for votes is minimum two weeks prior to AGM or meeting where outcome will be declared;
- when issued via email state 'ALLG Member Vote' in the subject line; and
- where appropriate, include details of the electronic voting web site.

c. Ballot papers

Ballot papers must include:

- the names of candidates in an order chosen by lot; and
- instructions for the completion and return of the ballot paper.

d. Determine by lot

Lot is required if more than the defined one-third of Board are due for rotation.

Lot is determined by draw of names from a hat.

A lot is drawn by the Boards delegated officer, and supervised by the company secretariat.

The mechanism for the resolution of complaints, grievances or problems raised by this and other Election policies should be directed to the Chairman of the Board.

The following procedure will apply:

- Matter referred to Board Chair.
- Board Chair requests a written submission of the complaint, giving the complainant seven working days to submit the written document.
- In order to ensure transparency and independence the Board Chair appoints two others to assist in the review of the written complaint and make a determination. This forms the Review Committee.
- A Review Committee must consist of at least one non-Clinician Director and one Clinician Director.
- The determination of the review committee will be delivered in writing to the complainant.

Appendix C: ALLG Dispute Resolution.

8. Responsibility

The CEO is responsible for the implementation and compliance with this policy.

The Chairman of the Board is responsible for the review of this policy.

All Board members, committee members, and staff are responsible for adhering to this policy.

9. Related Policies and Documents

ALLG Company Constitution


Strategic Plan

ALLG Policy and Procedure Manual

ALLG Human Resource Manual

Committee Representation Policy

Election Policy: Board

Version	Date	Approved by	Approval signature	Next review date
Final May 2015	10 May 2015	Chairman of the Board Mr Peter T Kempen		With Constitution amendments

APPENDIX A: Call for Nominations

Letter to comply with ALLG style guide template letter format

ALLG Operations Unit
Ground Floor, 35 Elizabeth Street
Richmond, VIC 3121

XX MONTH 20XX

Dear ALLG Member:

The purpose of this letter is to advise you of forthcoming Board elections. The ALLG is calling for nominations to fulfil X vacancies

- **XXX** position(s) on the Board of Management

This year there is/are XXX candidate(s) renominating for XXX position on the Board

Candidate: XXXXX ~ indicate who is retiring by rotation and seeking re-election

Board of Management
<p>Role of the Board: Subject to the exercise by the Board of the powers contained in the ALLG Constitution, the Board manages the Company and directs the affairs of the Company.</p>
<p>Meetings: The Board meet at least four-six times per financial year and the meetings alternate between face-to-face and teleconference.</p>
<p>Composition: The Board consist of not less than 5 nor more than 9 Directors, and must be compromised of a majority of non-Member Directors. A Member Director, is a director who is a Full Member of the company according to the Constitution. A non-Member Director, is a director who is not a Full Member of the company, and usually a person who brings a specific and unique skill set to the Board to enable the Board to fulfil its role adequately e.g. lawyer, or finance expert.</p>
<p>Prior to submitting a nomination form, please contact: XXXXX, CEO Phone: XXXXXX Email: XXXXX</p>

This request for nominations complies with the requirements of the ALLG Constitution and allows elections to proceed at the 20XX AGM in XXXX named Month.

Please be advised that any current financial member of the ALLG may nominate.

A nomination form is enclosed and the address for return of nominations is given on the form. Please note that the nominee, proposer and seconder must all be current (20XX) financial members of the ALLG on the date of nomination. If we receive more nominations than the positions available, a poll will be required.

The deadline for nominations will be no later than COB Day, XX Month 20XX.

It is strongly recommended that members wishing to nominate, please contact and discuss the role and responsibilities with the appropriate person noted above prior to submitting a nomination form.

Yours Sincerely,

.....signature of chairman of the Board.....

Name Surname

Chairman of the Board

APPENDIX B: Nomination Form
Form to comply with ALLG style guide template Form format

NOMINATION FOR NON-MEMBER POSITION ON ALLG BOARD

Use a separate form for each nomination

NAME:
POSITION:
COMPANY:

This nomination is for **a non-Member position** on the Board of the ALLG.

We hereby nominate for a position on the Board of the Australasian Leukaemia & Lymphoma Group (ALLG).

PROPOSER:

Signature: _____ Date: __/__/20XX

SECONDER: _____ (block letters)

Signature: _____ Date: __/__/20XX

I accept the nomination for election to a non-Member position on the Board of the Australasian Leukaemia & Lymphoma Group.

Signature: _____ Date: __/__/20XX

—————> Nominee, Proposer and Seconder must be current financial members of the ALLG <—————

Return form to the address below.
Nominations must be received at the Operations Office by
TIMEXX:XXpm on XX Month 20XX

Return form to this address:
ALLG Operations Office
Attention: XXXX
Ground Floor, 35 Elizabeth Street
Richmond 3121 VICTORIA
[E: XXX](mailto:XXX)
T:
Fax: 03 9429 8277

NOMINATION FOR **MEMBER** POSITION ON ALLG BOARD

Use a separate form for each nomination

NAME:

HOSPITAL/UNIVERSITY POSITION:

HOSPITAL:

This nomination is for a **Member position** on the Board of the ALLG.

We hereby nominate for a position on the Board of Management of the Australasian Leukaemia & Lymphoma Group (ALLG).

PROPOSER:

Signature: _____ Date: __/__/20XX

SECONDER: _____ (block letters)

Signature: _____ Date: __/__/20XX

I accept the nomination for election to a position on the Board of Management of the Australasian Leukaemia & Lymphoma Group.

Signature: _____ Date: __/__/20XX

➡ Nominee, Proposer and Seconder must be current financial members of the ALLG ←

Return form to the address below.

Nominations must be received at the Operations Office by
XX:XXpm on XX Month 20XX

Return form to this address:
ALLG Operations Office
Attention: XXXX
Ground Floor, 35 Elizabeth Street
Richmond 3121 VICTORIA
E: XXX
T: XXX
Fax: XXX

APPENDIX C: ALLG DISPUTE RESOLUTION

ALLG OFFICE USE: DATE RECEIVED: __/__/____

APPLICATION FOR REVIEW

Your Application for Review must be in writing, preferably on this form. Submit this form to the ALLG Returning Officer.

Contact Details

Name:
Address:
Telephone number:

Date:
Provide details of complaint:
Explain what you would like to see happen as a result of your complaint:

Please sign this form prior to submission

Signature:
Date:

General Information

What should be included with the Application for Review?

Please include all relevant information and documents available. This may include:

- Copy of Emails or other correspondences
- Statutory declarations from witnesses

What happens next and how long does it take?

The Board Chair and review committee will consider the Application for Review and may:

- Request further information or make further inquiries
- Confirm an outcome.

Important Note

ALLG reserves the right to not investigate a complaint that is abusive or offensive. To ensure your Application for Review results in a fair and speedy resolution, you are asked to show a genuine willingness to resolve your complaint by dealing with ALLG in a reasonable and co-operative manner.

You will be notified in writing of the decision of the Board Chair.

Most Applications for Review are finalised within 14 days, although some may take longer, particularly where further information is required.

As part of the ALLG complaint handling procedure, you may be asked to submit personal information about your complaint. This information may be required to enable assessment and investigation and to enable ALLG to make a decision. Supply of this information by you is voluntary. However, failure to provide the information in whole or part, may mean that ALLG is unable to thoroughly assess your application.