

### Purpose

This Regulation determines the rules and procedures for the election of the Royal Australian and New Zealand College of Psychiatrists' ('**RANZCP**') Board, including President-Elect, Elected Directors, and Appointed Directors.

The purpose of this document is to:

- a) provide a fair and transparent process for College Fellows' participation in the election and appointment of Elected Directors and Office Bearers.
- b) apply democratic and collegiate principles to the nomination and election of Elected Directors and Office Bearers.
- c) provide guidance for the election and appointment of appropriately qualified Fellows of the College to the role of President-Elect and Elected Director and to appoint Appointed Directors (as required).

When undertaking Board elections, the College's Constitution, the Board Regulations, and the Board Election Campaign Activities Policy should be read in conjunction with this Regulation.

This Regulation shall prescribe the election process. Minor procedural or administrative errors may occur from time-to-time but will not impact the validity of the election.

### Background

The Board ('**Board**') of the RANZCP is the governing body of the College. It has statutory responsibilities in accordance with the Corporations Act 2001, the Australian Charities and Not-for-profits Commission ('**ACNC**') Act 2012, the College's Constitution, and its Regulations. It is elected in accordance with the College's Constitution, Board Regulations, and Board Election Regulations, with each member of the Board being a Director of the Company.

## Section A: Election of the President-Elect and Elected Directors

### 1. COMPOSITION OF THE BOARD

In accordance with Article 9.1 of the Constitution, the Board shall consist of a minimum of seven College Fellows, one of whom must be from New Zealand and one of whom must be from Australia.

The Board positions include:

- President
- President-Elect
- A minimum of five Elected Directors.

The Board may also appoint up to two Appointed Directors to fill identified skill gaps.

### 2. ELECTION ELIGIBILITY

Refer to the Position Description for President, President-Elect, and Elected Director for selection criteria and desirable qualities.

Fellows are not eligible for nomination or to fill a casual vacancy if:

- a) There has been a finding of professional misconduct, unprofessional conduct or impairment by the College, an Authority as defined by the Constitution, or they are the subject of a complaint which has the capacity to bring the College into disrepute.
- b) Their membership has been terminated by the College, they are not a current financial member of the College and are non-compliant with the College's Continuing Professional Development requirements.
- c) They have been disqualified from being a company director or person, in any jurisdiction.
- d) Do not accept the College's terms and conditions by which the election will be delivered.

### 3. NOMINATION AND ADVERTISING PROCEDURE

- a) Nominations will be called for from the Fellowship by electronic direct mail and via College publications, in accordance with the timeline approved by the Corporate Governance and Risk Committee ('CGRC').
- b) Fellows who fulfil the selection criteria, as outlined in the Elected Director Position Description, may be eligible to stand for election to the Board.
- c) All nominations must be on the prescribed electronic Nomination Form. Each Nomination Form must be submitted by the candidate and supported by two College Fellows.
- d) Current and/or previous College Board Directors may propose or second a candidate's nomination.
- e) The candidate's completed nomination form must be submitted together with their:
  - i. CV (Resume)
    - Up to 2 pages – Arial 11pt – (Word and pdf versions to be provided), containing a mobile number and an email address that Fellows may use to contact the candidate.
    - For privacy purposes, the CV must not include the candidate's date of birth and personal/referee details.

- ii. Supporting Statement
  - Up to 1200 words – Arial 11pt – (Word and pdf versions to be provided) containing a mobile number and an email address that Fellows may use to contact the candidate.
  - For privacy purposes, the Statement must not include the candidate's date of birth and personal/referee details.
  - The Statement should outline the candidate's:
    - relevant skills and experience for the Board role;
    - their suitability for the position;
    - the values that they can add to the Board; and
    - any other relevant information in support of their candidacy.
- iii. Candidate's photo
  - High resolution passport style in jpg format.
- iv. Disclosure Statement
  - Candidates must provide a disclosure of financial interests and conflicts of interest which may conflict, or be perceived to conflict, with their potential role as a Director of the College. Further guidance will be provided to candidates prior to submitting the Statement.
- f) Nominations must be submitted to the Election Officer by the stipulated date.
- g) It is the responsibility of the nominee to ensure the nomination complies with these Regulations.
- h) If the nomination does not meet the criteria outlined above, the nomination will not be accepted.
- i) The candidates CV, Supporting Statement, Photo and Disclosure Statement will be published on the College's website, election provider's website, and in College publications.

#### **4. RECEIPT AND REVIEW OF NOMINATIONS**

##### **4.1 Receipt of Nominations**

- a) The College will review each Nomination Form, supporting documentation, and the selection criteria outlined in the Elected Director Position Description to ensure compliance.
- b) All nominations will be checked against the Australian Securities and Investment Commission ('ASIC') banned and disqualified company directors' register, the New Zealand Companies Office Banned Directors register, and the ACNC Disqualified Person's Register. If a candidate is listed as being ineligible, their nomination will be ineligible and rejected. The Company Secretary and/or Election Officer will advise the CGRC and the candidate will be informed.
- c) Compliant nominations will be acknowledged by the Election Officer via email.
- d) If the nomination is defective, the College will contact the candidate to remedy the nomination, and will undertake best endeavours to remedy any defects prior to the close of nominations.
- e) Any nominee who is unable to submit their nomination during the nomination period, may forward their nomination to the College up to 2 weeks prior to the official nomination period opening.

- f) Any nomination received after the official closing date for receipt of nominations will be declared invalid and will not be accepted.

#### **4.2 Nomination Withdrawal**

- a) A candidate may withdraw their nomination at any time during the election period. The withdrawal must be in writing and addressed to the Company Secretary.
- b) Should the withdrawal result in less than the required number of nominees for the Elected Director positions, the nomination period will be extended for a further 2 weeks and the position(s) will be re-advertised.
- c) Should the withdrawal result in only 1 nomination for the position of President-Elect, the nomination period will be extended for a further 2 weeks and the position will be re-advertised.
- d) Should the withdrawal result in nil nominations for any Board position, section 4.3 “Insufficient Nominations” of this Regulation will apply.
- e) Should the withdrawal occur during the voting period the Board, within its delegated authority, may make any determination to ensure compliance with Constitutional and legal requirements.

#### **4.3 Insufficient Nominations**

If nil nominations are received by the College for any Board position 2 weeks prior to the closing date for receipt of nominations, the CGRC will be notified and a reminder sent to the Fellowship.

- a) President-Elect
  - i. If after the closing date for receipt of nominations nil nominations or one nomination is received for the position of President-Elect, the CGRC will be notified. The nomination period will be extended for a further 2 weeks and the position will be re-advertised via electronic direct mail and relevant College publications.
  - ii. If after extending the nomination period for a further 2 weeks nil nominations have been received for the position of President-Elect, the Board shall appoint a current Elected Director (at the time the office of President-Elect falls vacant) to undertake the duties of the President-Elect until an election for the position of President-Elect is held.
  - iii. If after extending the nomination period for a further 2 weeks only 1 nomination has been received, that Fellow will be duly elected to the position of President-Elect.
- b) Elected Directors
  - i. If after the closing date for the receipt of nominations insufficient nominations or the required number of nominations have been received for the number of Elected Director positions,, the CGRC will be notified. The nomination period will be extended for a further 2 weeks and the position(s) will be re-advertised via electronic direct mail and relevant College publications.  
and/or  
If after the closing date for the receipt of nominations the Board composition does not comply with Article 9.1 of the Constitution, the nomination period will be extended for a further 2 weeks and advised via electronic direct mail and relevant College publications. The Fellowship shall be informed of the need for either an Australian or New Zealand Fellow.

- ii. If after extending the nomination period for a further 2 weeks the number of Elected Director nominations received equals the number of Elected Director positions falling vacant and the requirement of Article 9.1 has been met, those Fellows nominating will be deemed duly elected and there will be no requirement to proceed to a vote by the Fellowship.
- iii. If after extending the nomination period for a further 2 weeks and only one nomination has been received from either Australia or New Zealand, that Fellow will be deemed duly elected and there will be no requirement for that candidate to be listed on the ballot paper for voting by the Fellowship.
- iv. Following the extension of the nomination period and in the event that the composition of the Board is not met in accordance with Article 9.1, the Board may appoint a Fellow(s) to the Board.
- v. The Board, within its delegated authority, may make any determination to ensure compliance with Constitutional and legal requirements.

#### **4.4 Close of Nominations**

- a) At the close of nominations, the College shall prepare a list of all nominees, including their residing country, and proposer/second name. This list will be submitted to the CGRC for its sign-off.
- b) If a member of the CGRC has a conflict of interest, they shall declare the conflict and will be excluded from any CGRC decisions in relation to the nomination and election processes.
- c) All nominees meeting the election eligibility outlined in section 2 and have a compliant nomination will be accepted as an election candidate. Nominations that do not meet the requirements will not be accepted.
- d) Following CGRC sign-off, the College will acknowledge in writing, acceptance of a candidate's nomination, and a list of nominations will be published on the College website and in relevant College publications.
- e) Any candidate that is duly elected prior to the remote ballot taking place will be published on the College website and in relevant College publications.
- f) The College's external election provider will conduct the random draw (double blind) to determine the order the candidate's names will appear on the ballot paper and in election material published by the College.
- g) If after the closing date for the receipt of nominations for Elected Directors only one nomination has been received from New Zealand or Australia, and the composition of the Board is not met in accordance with Article 9.1, that candidate shall be duly elected and there will be no requirement for that candidate to be listed on the ballot paper for voting by the Fellowship.

#### **5. ELECTION CAMPAIGNING**

- a) Candidates may undertake election campaigning in accordance with the Board Election Campaign Activities Policy. Campaigning may only commence after nominations have closed and the College has published the list of election candidates. The College (including, but not limited to the Board as a collective, a committee, staff) must not endorse specific candidates.
- b) The College will contact each eligible candidate to coordinate the production of the candidate's video (President-Elect only) for election campaign purposes.

## **6. ELIGIBILITY TO VOTE**

- a) Every Fellow who is a current member of the College is entitled to vote.

## **7. DISTRIBUTION OF NOMINATIONS TO THE FELLOWSHIP FOR VOTING**

- a) The distribution date and closing date for the remote ballot will be set by the CGRC in accordance with Article 7.9 of the College's Constitution.
- b) Voting will be coordinated by an external election provider, appointed and conducted online. Postal packs (but for the video) will be arranged for those Fellows who do not have an email address registered with the College.

### **7.1 Ballot material**

- a) Each eligible Fellow, will receive or be provided access to the following candidate(s') material:
  - i. CV
  - ii. Supporting Statement
  - iii. Photo
  - iv. Election campaign video (President-Elect election only)
  - v. Name of the candidate's proposer and seconder
  - vi. Disclosure Statement
  - vii. An Explanatory Memorandum from the Company Secretary – candidate details, voting method, voting instructions, count method, closing date for voting and other relevant election details.
  - viii. Ballot Paper.
- b) Each Fellow who is eligible to vote and has an email address recorded with the College, will be sent an email including details about provision of access to the above material online.

### **7.2 Ballot paper details**

- a) The external election provider will conduct the random draw for the candidate names to appear on the ballot paper (online and paper version). The method used to conduct the draw will be a double blind random draw.
- b) The ballot paper must contain the following information:
  - i. The position being elected i.e. President-Elect or Elected Directors
  - ii. The names of the candidates, including their residing country
  - iii. Clear instructions on the method of voting and the count method
  - iv. Closing date for the receipt of ballots.
- c) The Board delegates the review and approval of the ballot paper to the Company Secretary.

## **8. ELECTION METHODS – VOTING AND COUNTING**

### **8.1 President-Elect**

- a) The method chosen will be dependent upon the number of nominating candidates.
- b) Three or more candidates: the voting and counting methods will be Full Preferential. Refer to Appendix A for the count method prescription.
- c) Two candidates: the count method will be first past the post, with the requirement for voters to mark their ballot with one mark (tick/cross) against the name of the one candidate to be elected.

### **8.2 Elected Director (Five (5) Directors)**

- a) The voting method will be Optional Multiple Preferential, with the requirement for voters to mark their ballot paper up to the number of candidates to be elected. The counting method will be Multiple preferential.

## **9. ELECTION OVERSIGHT AND RESULTS**

- a) Oversight of the elections will be undertaken by the Company Secretary and the CGRC, and will be administered by the Election Officer and the Returning Officer.

### **9.1 Informal (Invalid) Ballots**

- a) Any ballot paper (either electronic or paper) shall be declared informal/invalid and not counted if:
  - i. Received after 1700 hours AEST/AEDT on the closing date.
  - ii. It does not comply with the voting instructions specified.

### **9.2 Oversight of the Elections**

- a) The Company Secretary will:
  - i. Oversee the election process in conjunction with the Returning Officer and Election Officer.
  - ii. In conjunction with the CGRC, ensure the election results have been audited, and sign-off the results.
  - iii. Advise the CGRC and Board of the election results.
  - iv. Advise the candidate(s) of the election results.
  - v. Advise the membership of the election results.
- b) The external election provider undertakes to ensure the accuracy of the results provided to the Company Secretary. Specifically, the external provider shall engage a third party auditor to ensure the correct vote and count methods are applied and that the results provided to the Company Secretary are accurate.

### **9.3 Declaration and Communication of Results**

- a) In the event that Article 9.1 is not met at the conclusion of the count, the candidate from the unrepresented country with the highest standing in the count will replace the candidate with the lowest standing in the count, who would have been the last Elected Director.
- b) The declaration of results for the position of President-Elect and Elected Directors will be in accordance with Articles 7.1.4, 7.9 and 9.3 of the College's Constitution.

- c) Upon receiving the election results from the external election provider, the Company Secretary in consultation with the CGRC, will review the results and documentation to ensure compliance.
- d) The Company Secretary will advise the Board of the election results for sign-off, excluding any Board Directors that are candidates.
- e) The Company Secretary will advise all candidates of the ballot result including information surrounding the allocation of preferences.
- f) Members will be notified of the results and including supporting information and information surrounding the allocation of preferences within 3 weeks of the conclusion of the count.
- g) The results will be formally declared at the College's Annual General Meeting.

## **10. COMPLAINTS**

- a) In the event of a Member disputing the validity or conduct of the ballot or wishing to raise a formal complaint, a Member must give notice to the College as per Article 7.9.6 of the College's Constitution. The dispute will be considered in accordance with Article 7.9.6 of the College's Constitution and the Membership Conduct Committee Procedure for reviewing Board election complaints.

## **11. CASUAL VACANCY**

### **11.1 President**

- a) In accordance with Article 9.5.1 of the Constitution, a casual vacancy arising in the office of the President will be filled by the President-Elect. The office of President-Elect will then be subject to election as per Article 9.3.1 (d) or (e) as the case may be and this Regulation.

### **11.2 President-Elect**

- a) If a casual vacancy arises in the office of the President-Elect because the President-Elect filled a casual vacancy arising in the office of the President, the position of President-Elect will be filled by an Acting President-Elect, as per Article 9.3.1 (e) which will be subject to election and this Regulation as outlined below:
  - i. If the remaining term for the President is less than 12 months, the Acting President-Elect will be elected by the Board from nominations received from the Fellowship. The Acting President-Elect will only hold this position until the completion of the President's remaining term, and the position will then be subject to election as per Article 9.3.1 of the College's Constitution and this Regulation. The Acting President-Elect would be eligible to stand for election for the position of President-Elect, and the period of time served as Acting President-Elect would not count towards the term of President-Elect.
  - ii. If the remaining term for the President was greater than 12 months, the Acting President-Elect will be elected by the Fellowship from nominations received from the Fellowship. The Acting President-Elect will hold this position until the completion of the President's remaining term, and the position will then be subject to election as per Article 9.3.1 of the College's Constitution and this Regulation. The Acting President-Elect would be eligible to stand for election for the position of President-Elect, and the period of time served as Acting President-Elect would not count towards the term of President-Elect.
- b) Until the position of Acting President-Elect is filled, the Board may hold an extraordinary meeting to appoint an Elected Director to fill the role of Acting President-Elect.



- c) If a casual vacancy in the office of the President-Elect arises other than as a result of a casual vacancy in the office of the President, the office of the President-Elect will be subject to election as per Article 9.3.1 (d), this Regulation and relevant associated documents.

### **11.3 Elected Directors**

- a) Where a casual vacancy arises for an Elected Director, the Board shall appoint another Fellow for the remainder of the term, in accordance with this Regulation and Procedure for appointing a casual vacancy (Elected Director) to the Board.

## Section B: Appointed Directors

1. The Board may decide to appoint up to a maximum of 2 additional Directors in accordance with Article 9.3.3 of the Constitution, to fill identified skill and knowledge gaps on the Board.
2. College Fellows, Affiliates, Trainees (**'Associates'**) and non-Members are eligible to be appointed to the position of Appointed Director.
3. The process for filling the Appointed Director position(s) will be determined by the Board. Each applicant will be required to submit a CV to the Board.
4. The Board will identify the selection criteria and desirable qualities for additional Directors.
5. A person is not eligible to be appointed if:
  - a) There has been a finding of professional misconduct, unprofessional conduct or impairment by the College, an Authority as defined by the Constitution, or they are the subject of a complaint which has the capacity to bring the College into disrepute.
  - b) As a Member, their membership has been terminated by the College, they are not a current financial member of the College and are non-compliant with the College's Continuing Professional Development requirements.
  - c) They have been disqualified from being a company director or person, in any jurisdiction.
  - d) Do not accept the College's terms and conditions by which the appointment will occur.
6. The Board will be responsible for:
  - a) Reviewing each nomination against the established selection criteria in the Position Description.
  - b) Determining if the candidate meets the above criteria; and if deemed appropriate.
  - c) Making an appointment based upon the skills and knowledge of the individual candidate and the skills required for the position.
7. Should the Board choose to make an appointment, the Board shall:
  - a) Advise the successful and unsuccessful candidates, under the signature of the President.
  - b) Inform the Membership via relevant College publications.
8. If an Appointed Director resigns prior to the completion of their term, the Board shall determine the need to replace the position.

## DEFINITIONS

In this Regulation:

‘**Act**’ means the Corporations Act 2001 (Cth).

‘**Affiliate**’ means a Member admitted pursuant to Article 3.5.

‘**Annual General Meeting**’ means the Annual General Meeting of the College held in accordance with the Constitution of the RANZCP.

‘**Appointed Director**’ has the meaning given to that term in Article 9.3.3.

‘**Article**’ means an article of the College’s Constitution.

‘**Associate**’ means a Member admitted pursuant to Article 3.4.

‘**Ballot Paper**’ means detailed information on how polling place officials determine formality of ballot papers.

‘**Board**’ means the board of the College established under the RANZCP Constitution, each member of which shall be a Director of the College.

‘**Board position**’ means President, President-Elect or Elected Director.

‘**Candidate**’ means a person who is nominated for an election.

‘**Casual Vacancy**’ means a position vacated during a term.

‘**College**’ means The Royal Australian and New Zealand College of Psychiatrists.

‘**Company Secretary**’ means the company secretary appointed by the Board for the purposes of the Act.

‘**Constitution**’ means the Constitution of The Royal Australian and New Zealand College of Psychiatrists as amended from time to time.

‘**CGRC**’ means the College’s Corporate Governance and Risk Committee.

‘**Director**’ means any person occupying the position of Director of the College, including the President and the President-Elect.

‘**Elected Director**’ means a Director pursuant to Article 9.1.3.

‘**Election Campaigning**’ means communications (oral, written, digital or electronic) to solicit support for, or bring attention to a candidacy, during an election period.

‘**Election Officer**’ means the staff member responsible for the management and administrative oversight of the election process.

‘**Electronic direct mail**’ means an electronic mailing, sent all at once to a large mailing list.

‘**Fellow**’ means a Member who holds Fellowship of the College pursuant to Article 3.3.

‘**Fellowship**’ means all Fellows of the College.

‘**Legal Counsel**’ means the staff member responsible for the administrative oversight of the Membership Conduct Committee.

‘**Lot**’ means random draw.

**'MCC'** means the College's Membership Conduct Committee.

**'Membership'** means all Members of the College.

**'Nominee'** means a person who is nominated as a candidate for election.

**'Office Bearer'** means a person holding the office of President or President-Elect.

**'President'** means the person for the time being elected to that office.

**'President-Elect'** means person for the time being elected to the office of President-Elect or Acting President-Elect, as the case may be.

**'Psyche'** means the College's electronic newsletter.

**'Returning Officer'** means the person appointed by the external election provider who is responsible for the management and administrative oversight of the ballot process.

**'RANZCP'** means The Royal Australian and New Zealand College of Psychiatrists.

**'Regulation'** means a regulation made by the Board in accordance with the Constitution.

## ASSOCIATED DOCUMENTS

- RANZCP Constitution.
- Board Regulations and Board constituent committee Regulations.
- Board Position Descriptions and Board constituent committee Position Descriptions.
- Board Induction Manual.
- Deed of Undertaking in Relation to Confidential Information and Conflict of Interest.
- RANZCP Code of Ethics, Code of Conduct, Governance Chart, Conflict of Interest Guideline.
- Corporations Act 2001, and ACNC Act 2012.
- Membership Conduct Committee Regulations.
- Membership Conduct Committee Procedure for reviewing Board election complaints.
- Policy – Board Election Campaign Activities.
- Guideline – Services to be provided in relation to undertaking the ballot for Board elections.
- Procedure – Appointment of a casual vacancy to the Board.

## Revision Record

<b>Contact:</b>	<b>Legal, Governance and Risk Department</b>		
<b>Authorising Body:</b>	Board		
<b>Responsible Committee:</b>	Corporate Governance and Risk Committee		
<b>Document Code:</b>	REG Board Election Regulations		
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
17 November 2012	1.0	GC2012/4 R48	New document.
8 February 2012	1.1	Exec Officers	Out of session agreement for minor updates to clarify the voting procedure.
21 October 2014	2.0	Board Out of Session Vote	Inclusion of Board decisions – B2014/3, B2014/4, B2014/5 and B2014/6.
24 September 2015	2.1	CGRC	Updating the vote and count methods as per B2015/5.
21 October 2015	2.2	Board Out of Session Vote	Updated to reflect duly elected candidates and the call for nomination process to meet Article 11.1.
26 October 2015	2.3	Board Out of Session Vote	Updated to reflect the requirement for the Board to be constituted. Clauses C g) and h) included.
4 December 2015	2.4	Manager, Governance	Amended Appendix A to clarify that the multiple preferential system is effective from 2018 onwards. This reflects section 8 of the Regulations.
25 February 2016	2.5	B2016/1 R37	Updated to include clauses a) and f) under D 'Close of Nominations'.
6 October 2016	2.6	Board out of session Vote	Amended to clarify the vote and count methods and to confirm the steps to be undertaken if nil or only 1 nomination is received for the President-Elect after the extension period of calling for nominations.
6 October 2017	2.7	Senior Manager, Governance	Updated to reflect article numbers under the Constitution.
11 August 2018	3.0	B2018/5 R23	Updated to reflect administrative changes associated with the election process and clarifying the College's role in the election process.
9 January 2020	4.0	B2020/OOS 01	Updated to ensure consistency of terminology, reflect current practices of the Board elections, the release of results to members and candidates, and the requirement of a disclosure statement.
<b>NEXT REVIEW: 2022</b>			

## Appendix A: Prescription of Count Methods

### Full Preferential System

This system is used for counting the votes to elect the President-Elect (three or more candidates).

1. In this system, a voter is required to indicate a preference for each candidate on the ballot paper or ballot screen by using the numbers 1, 2, 3 etc, up to the number of candidates (Full Preferential).
2. A candidate must poll an absolute majority (i.e. in excess of 50%) of all formal votes to be elected.
3. If, after all first preference votes have been counted, no candidate has obtained an absolute majority of all formal votes, then the candidate with the fewest number of first preference votes is excluded (First preference votes are the number 1s). That excluded candidate's second preference votes are then distributed to the remaining candidates.
4. If, after that exclusion, no candidate has obtained an absolute majority of formal votes, the next remaining candidate with the fewest votes is excluded and ALL of his or her votes (i.e. first preference votes PLUS those votes received from the first excluded candidate) are distributed to the remaining candidates.
5. The above process is continued until one candidate obtains an absolute majority of formal votes and is elected.
6. If at any exclusion, the next available preference is for a previously excluded candidate, then that preference is disregarded and the vote is distributed to the continuing candidate for whom the next available preference is shown.

### Multiple Preferential System

This system is used for counting the votes to elect the Elected Directors.

1. The multiple preferential systems accomplishes with one ballot, the election of more than one candidate by a majority number of electors who cast formal votes.
2. Voters are required to mark their preference at least to the number to be elected. Preferences are to be expressed on the ballot paper or ballot screen by using the numbers 1, 2, 3 etc.
3. Votes are classified into two categories:
  - a) Preferences marked on a ballot paper or ballot screen up to the number of candidates to be elected are called primary votes. They have equal value and are credited to the candidate for whom they are cast, whether they are marked 1, 2, 3 etc. up to the number of candidates to be elected. For example, where 2 candidates are to be elected, preferences 1 & 2 are primary votes of equal value.
  - b) All preference votes beyond those primary votes are called secondary votes and rank according to their numerical number.
4. The primary votes for each candidate are counted and the candidate having the fewest number of primary votes is excluded from the count and his/her preferences are distributed among the continuing candidates.
5. Ballots on which an excluded candidate has obtained a primary vote are examined and distributed to continuing candidates according to the first of the available secondary votes expressed on each ballot paper. For example if there are two candidates to be elected, the votes of an excluded candidate will be distributed to the third ranked preference on their ballot. When the distribution of those secondary votes has been completed and new progressive totals obtained for each remaining candidate, the candidate then having the fewest number of votes is next excluded and his/her next available preferences distributed.
6. All ballots in the possession of a candidate at the time of his/her exclusion are transferred to continuing candidates according to the next available preference. This process of exclusions is continued until only the number to be elected remains in the count.
7. At all times care must be taken to ensure that a ballot is not transferred to any continuing candidate more than once.