



## Sub-branch *Returning Officer Kit 2019*

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\* These documents must be submitted to head office. To do so either:

Please fax to HSU Head Office **1300 329 478** or email to **agm@hsu.asn.au**

## GUIDELINES FOR THE RETURNING OFFICER IN SUB-BRANCH ELECTIONS

### **The Sub-branch elections must be held in accordance with Rule 33 (Sub-branch) particular attention should be paid to the following:**

- The Notice of Meeting should be displayed on a notice board accessible to all members at least twenty-one days prior to the annual general meeting. This is recommended in order to allow the returning officer time to comply with the rules in respect to nominations and elections.
- Nominations must be in writing, signed by the member who is nominated and endorsed by at least two financial members and must be forwarded by registered mail or by any other means that ensures delivery so as to reach the returning officer at least seven days prior to the annual general meeting.
- The returning officer shall check all nominations received for compliance with the requirements of these rules and shall reject any that do not so comply; provided that in the event of his/her finding a defect in a nomination he/she shall, before rejecting the nomination, notify the person concerned of the defect, and, where it is practicable to do so, give him/her the opportunity of remedying the defect within seven days of his/her having been so notified. The returning officer must acknowledge nominations received.
- If more than sufficient candidates are nominated an election shall be held. The election shall be held in the order President, Vice-president and Secretary.
- The returning officer shall obtain sufficient ballot papers (see sample ballot paper included) for the election and shall make arrangements so as to enable members to vote at the annual general meeting. See Rule 33 (d) Sub-branch Representatives.
- The returning officer shall initial all ballot papers, which shall not bear any other distinguishing mark.
- Any member of the sub-branch who will not be present at the annual general meeting may lodge with the returning officer, at any time after the closing date for nominations and before the annual general meeting commences a written request for an absentee vote. All absentee votes will be counted by the returning officer at the annual general meeting.
- In the case of an equality of votes for two or more candidates the returning officer shall determine by drawing lots which of the members is elected.
- Any candidate at any such election may appoint a scrutineer who shall be entitled at the expense of the candidate to be present at all stages of the ballot.
- The returning officer shall declare the result of the ballot following the count, which includes any absentee votes received at the annual general meeting, and all persons elected shall occupy their positions forthwith.

**Delegates must be a FINANCIAL member of the HSU at the time of nomination.**

## NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of \_\_\_\_\_  
(Sub -branch)

Will be held on Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

### AGENDA

At this meeting the Returning Officer will conduct an election for the following sub-branch positions

- President
- Vice - President
- Secretary
- Committee Members - Not less than five (5)
- Delegate to Conference (entitlement below)

Financial Members	Delegate to conference
15 & Over	2

**NOMINATION FORMS** Are available from the Returning Officer, who can be contacted on email WayneLewry@hotmail.com or phone: 0408 267 688.

Nominations can be returned to Election Sydney Hospital Sub Branch HSU 2nd Floor 109 Pitt Street Sydney 2000 NSW and must be in the hands of the returning officer 7 days prior to the AGM..

Name of Returning Officer \_\_\_\_\_

Returning Officer's address \_\_\_\_\_

Returning Officer's contact number \_\_\_\_\_

Following the conduct of the election the President will arrange for the meeting to appoint a Returning Officer and two scrutineers for the ensuing 12 months.

## SUB-BRANCH NOMINATION FORM

We (2 names required), the undersigned FINANCIAL members, hereby nominate:

First name \_\_\_\_\_ Surname \_\_\_\_\_

For the position of \_\_\_\_\_

**President, Vice-president, Secretary, Committee Person**

**NOTE:** All candidates must be financial at the time of nomination, and whilst they can nominate for any of the above positions, they can only be elected and hold ONE of these positions.

### **RULE 33 (d) (iv) STATES:**

*“Nominations must be in writing, signed by the member who is nominated and endorsed by at least two financial members and must be forwarded by registered mail or by other means that ensures delivery so as to reach the Returning Officer at least seven days prior to the Annual General Meeting. The Returning Officer shall provide each member with a receipt upon delivery of his/her nomination”.*

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

### **STATEMENT OF NOMINEE**

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Employed at \_\_\_\_\_ Workplace \_\_\_\_\_

Accept nomination for the above position in the

\_\_\_\_\_

**Sub-branch of the Health Services Union**

Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## CONFERENCE DELEGATE NOMINATION FORM

We (2 names required), the undersigned FINANCIAL members, hereby nominate:

First name \_\_\_\_\_ Surname \_\_\_\_\_

To attend the **2019 HSU CONFERENCE Sunday 14<sup>th</sup> — Tuesday 16<sup>th</sup> July 2019, Hyatt Regency Sydney**

**NOTE:** Delegates must be a FINANCIAL member of the HSU at the time of nomination

### **RULE 33 (d) (iv) STATES:**

*“Nominations must be in writing, signed by the member who is nominated and endorsed by at least two financial members and must be forwarded by registered mail or by other means that ensures delivery so as to reach the Returning Officer at least seven days prior to the Annual General Meeting. The Returning Officer shall provide each member with a receipt upon delivery of his/her nomination”.*

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

### **STATEMENT OF NOMINEE**

I, name (please print): \_\_\_\_\_

Address \_\_\_\_\_

Employed at \_\_\_\_\_ Workplace \_\_\_\_\_

Sub-branch \_\_\_\_\_

Accept this nomination to attend the 2019 HSU Conference.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## HONORARY LIFE MEMBERSHIP

- 1.** Persons proposed for life membership of the Health Services Union, shall have had a **MINIMUM OF FIFTEEN YEARS'** membership of the union, and further, when the life membership proposal is submitted, such person must be retired from any area of union coverage.
- 2.** Persons proposed for life membership must have been an **ACTIVE MEMBER FOR AT LEAST TEN YEARS** of such membership. Activity for this purpose shall be such as a sub-branch official, councillor, and/or official of the union.
- 3.** The Union Council of the Health Services Union shall have the sole right to propose persons for life membership.
- 4.** Any person proposed for life membership and who is unsuccessful shall have the right to have their proposal submitted again in the future.
- 5.** If any life member resumes his/her employment whilst a holder of life membership, it must be surrendered during such employment and ordinary membership must be taken out during this time in order to preserve membership rights. Upon resuming retirement, life membership is reinstated.

It is therefore suggested that if any previous member or members of your sub-branch are eligible to be considered under the terms of the above conditions, you forward the full name and address, together with the necessary details to reach HSU Head Office **NO LATER THAN 31<sup>st</sup> May 2019**

The \_\_\_\_\_ sub-branch of the Health Services Union nominates  
\_\_\_\_\_ for life membership. This nomination was endorsed by a  
meeting of the sub-branch on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_

**Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Date**

Please fax to HSU Head Office **1300 329 478** or email to **agm@hsu.asn.au**

# Health Services Union

## Acknowledgement of Nomination

### To nominee:

Name \_\_\_\_\_

Please accept this as receipt for the nomination for

the position of \_\_\_\_\_

in the \_\_\_\_\_ Sub-branch.

**If more than sufficient candidates are nominated for the above position an election will be conducted at the annual general meeting which is being held at:**

Place \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time \_\_\_\_\_

Returning officer

\_\_\_\_\_

**Signature**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Date**

## NOTICE ADVISING SUB-BRANCH ELECTION REQUIRED

More than sufficient candidates have nominated and an election is required for the following positions.	

The election for the above positions shall be a secret ballot to be conducted at the annual general meeting.

Place \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Time \_\_\_\_\_

\_\_\_\_\_  
**Sub-branch Returning Officer**

Such ballot shall be counted on the first past the post principle and shall be conducted in the order of President, Vice-president and Secretary.

Members of the sub-branch who will not be present at the AGM may make request, in writing to the returning officer, for an absentee vote, any time after the closing date for nominations and before the AGM.



## SAMPLE BALLOT PAPER

### PRESIDENT

#### ONE TO BE ELECTED.

Place a cross (x) against the candidate of your choice. Vote for one (1) candidate only.

- CANDIDATE'S NAME                       CANDIDATE'S NAME

### VICE-PRESIDENT

#### ONE TO BE ELECTED.

Place a cross (x) against the candidate of your choice. Vote for one (1) candidate only.

- CANDIDATE'S NAME                       CANDIDATE'S NAME

### SECRETARY

#### ONE TO BE ELECTED.

Place a cross (x) against the candidate of your choice. Vote for one (1) candidate only.

- CANDIDATE'S NAME                       CANDIDATE'S NAME

### COMMITTEE MEMBER

PLACE A CROSS (X) AGAINST THE CANDIDATE OF YOUR CHOICE. VOTE FOR (1) CANDIDATE ONLY.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> CANDIDATE'S NAME | <input type="checkbox"/> CANDIDATE'S NAME | <input type="checkbox"/> CANDIDATE'S NAME |
| <input type="checkbox"/> CANDIDATE'S NAME | <input type="checkbox"/> CANDIDATE'S NAME | <input type="checkbox"/> CANDIDATE'S NAME |
| <input type="checkbox"/> CANDIDATE'S NAME | <input type="checkbox"/> CANDIDATE'S NAME | <input type="checkbox"/> CANDIDATE'S NAME |

The results of the election will be on a first past the post basis ie, the candidate with the highest number of votes will be elected to the nominated position. In the case of an equality of votes for two or more candidates, the returning officer shall determine by drawing lots which of the members is elected.

## REQUEST FOR ABSENTEE VOTE

### To the returning officer

I, \_\_\_\_\_ hereby request a ballot paper to

enable me to vote absentee as I will not be attending the AGM of \_\_\_\_\_ Sub-branch

to be held on \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No \_\_\_\_\_

Signature \_\_\_\_\_

**Ballot papers must be in the hands of the Returning Officer prior to the commencement of the AGM.**

## AGM RESULTS – HEAD OFFICE COPY

The \_\_\_\_\_ Sub-branch Executive Committee positions

	Name	Member number	E-mail address	Phone numbers
President				
Vice-President				
Secretary				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Sub-branch Secretary

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date

Please fax to HSU Head Office **1300 329 478** or email to **agm@hsu.asn.au**

## AGM RESULTS – NOTICE BOARD

The \_\_\_\_\_ Sub-branch Executive Committee positions

	Name	Member number	E-mail address	Phone numbers
President				
Vice-President				
Secretary				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				

\_\_\_\_\_

Sub-branch Secretary

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**PLEASE PLACE ON NOTICE BOARD**

# Information for 2019 HSU Conference

Sunday 14<sup>th</sup> July – Tuesday 16<sup>th</sup> July 2019

**Location:** Hyatt Regency Sydney  
161 Sussex Street  
Sydney NSW 2000

## Requirements to attend

- 1.** The Annual General Meeting (AGM) to elect a delegate must be held from the 1st February and no later than 30th April 2019.
- 2.** Conference **delegates must be a financial member of the HSU at the time of nomination.**
- 3.** Conference Registration Forms, including air travel and accommodation requests must be submitted to Head Office no later than the **12<sup>th</sup> May 2019**  
  
Air travel and accommodation will only be provided to accredited delegates. Further information regarding air travel and accommodation details will be forwarded the week prior to conference.
- 4.** Letter of request to employer to attend the HSU Conference 2019.

**Only accredited delegates are eligible to attend the conference.**