IT Professionals
NEW ZEALAND

ITP Branch Committees

Information for Potential Committee Members

Note that much of this document is taken from the ITP Constitution and Bylaws.

This is intended to be a guide only – where the information here differs from the Constitution or Bylaws, the Constitution then Bylaws shall take precedence

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Still not sure? If you're not sure about anything after reading this guide, drop us a note hello@itp.nz and we'll be able to help.

1. INTRODUCTION

Welcome! We're really pleased you're considering putting your hand up to be on an ITP Branch Committee or Board – it's a great way to "give back" to the profession and really does make a difference to IT Professionals in your area. Here's some info that might be of assistance.

IT Professionals NZ (ITP) is the professional body of the tech sector and works to improve the education, professionalism and innovation of NZ's tech profession. We're a national organisation coordinated and operating across NZ. Strategic priorities and directions are set at the national level by the Institute's National Board and implemented by the CEO and National Operations team.

ITP's members are also allocated into "Branches" across New Zealand, determined by geographic bounds. These Branches each have a Branch Committee, the "front line" and liaison for the ITP in that area. The membership also appoints National Board members.

ITP Branch Committees are essential, and this document is intended to provide some insight into this role, help with expectations for those considering standing for the Committees, and give an understanding of the structures of the ITP for potential Branch Committee members.

2. DOCUMENTS GOVERNING ITP

There are four sets of documents that govern how ITP operates. It is important that Branch Committee members familiarise themselves with these documents.

ITP CONSTITUTION

The ITP Constitution is the overall governing document for the Institute. The Constitution is a legally binding document that can only be changed during formally notified Special General Meetings. The Constitution is available on the ITP website.

ITP BYLAWS

The Bylaws are set by a 2/3 majority of ITP's National Board and determine how the ITP should operate (including membership grades, how committees boards are formed, and many other structural and process matters). The Bylaws are available on the ITP website.

POLICY DOCUMENTS

There are two types of policies – those that are set by the Board by motion (Structure Policies) and those set operationally to regulate those responsibilities (Operational Policies). The latter generally covers things like the nature and types of comms and policies for the Institute's staff and use of ITP equipment (such as vehicle policies, computer fair use, etc).

BRANCH RULES

Schedule 11 of the ITP Bylaws contain the Branch Rules, outlining how branches are formed, positions established, communication and use of data, finances, etc. Branches may create additional rules as to how they operate, but these cannot overrule the Constitution or Bylaws.
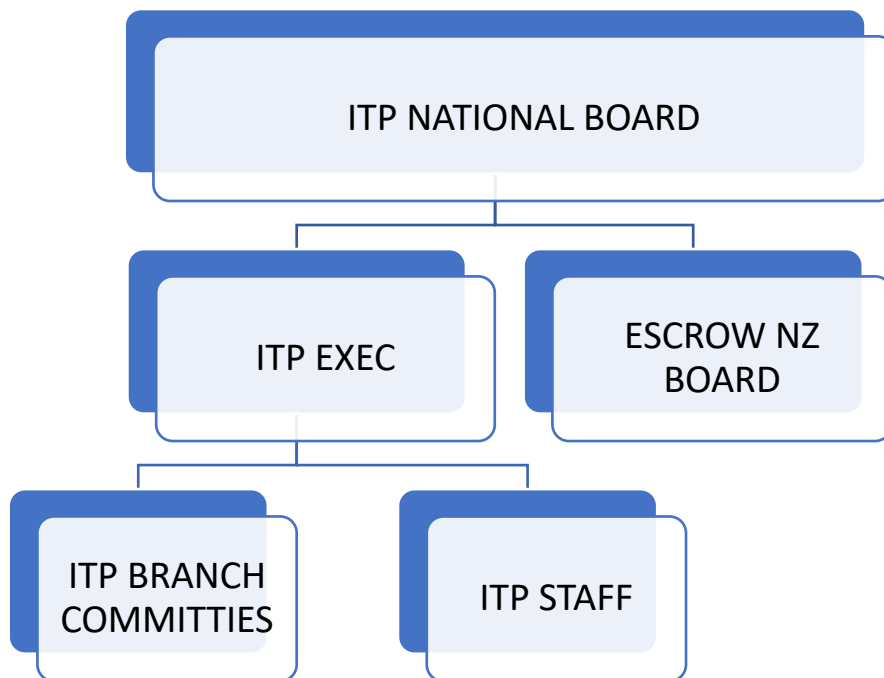
3. STRUCTURE OF THE ITP GROUP

The "ITP Group" is made up of the ITP, plus a wholly-owned Subsidiary *Escrow NZ Ltd*.

It should be noted that Branch Committees have no direct relationship with the subsidiary company. As a separate legal entity, it has its own Board and is self-determining and self-running.

From a governance and operational standpoint, the following structure is in place:

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│ ITP BRANCH   │  │  ITP STAFF   │
│ COMMITTIES   │  │              │
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STRUCTURE IN BRIEF

The following statements describe this structure "in brief":

- The ITP National Board has **constitutional responsibility and control** of all aspects of ITP, including full control of all Institute funds.
- The National Board formally delegates responsibility for **operations and financial matters** to the Chief Executive, who reports back at regular Board Meetings.
- The National Board is made up of a Board Members appointed by the membership, plus a President (Board Chair) and Deputy President appointed by the Board.

- As well as leadership responsibilities, the Chief Executive plays a constitutional role as the **Secretary of the Institute**, and attends all Board Meetings in a non-voting capacity.
- The Chief Executive **employs all staff** (plus regional coordinators). The national office of the Institute is in Wellington.
- The Institute has eight volunteer-run **Branch Committees**. These are responsible to the National Board however are more or less self-determining (within the restraints of a Board- approved budget and the Institute's objectives).
- **ITP is a single nationwide organisation, not a federated body**. This means that while Branch Committees operate somewhat autonomously, they are part of the larger organisation. It's essential they operate at all times in collaboration with the rest of the Institute rather than as a separate or standalone regional group.
- **Branches are constitutionally responsible to Board**, hence operationally and financially responsible to the CEO (although in practice this relationship isn't as clear cut – often the CEO and operations team work together with, and support, the branches).
- The subsidiary, *Software Escrow (NZ) Ltd*, has an independent Board, responsible to ITP as Shareholder. Branch Committees have no direct relationship with the company.

4. BRANCHES OF ITP

There are currently eight Branches of ITP:

- Auckland
- Wellington
- Christchurch
- Hamilton
- Tauranga
- Palmerston North
- Nelson
- Dunedin

Branches are volunteer-run and don't have a physical office (although often ITP can make some facilities available where possible). ITP provides a part-time

Regional Coordinator to assist in larger branches with high membership (ie Auckland and Wellington) and occasionally in new branches. All other branches are supported by the National Operations Team.

5. BRANCH COMMITTEES

Each Branch has a Branch Committee that operates with a branch Chair, and Committee members (up to a total of up to 8 including the Chair). Half of the committee positions are elected via electronic elections each year, all for a 2-year term.

The process for Electronic Voting is set out in Schedule 12 of the ITP Bylaws (Appendix 2 of this document). Members of the ITP National Board (elected from the membership at large) are also automatically ex-officio full voting members of their local branch committee.

The Chair and any other roles the Committee wishes to establish (such as a Deputy Chair, Secretary etc) are appointed at the first meeting of the Branch Committee from those elected.

Casual vacancies are dealt with in accordance with the Branch Rules (Schedule 12 in the Bylaws).

CO-OPTION

While elected members must be associate or full members, there is provision for co-option of any members of any grade by the Branch Committee as required. Often this is used (for example) to co- opt a Student Representative.

6. DUTIES OF BRANCH CHAIR AND OTHER OFFICERS

The duties of Branch Officers are specified in the Branch Rules (ITP Bylaws Schedule 11). All Officers and ex officio members of the Committee are also expected to participate in the core activities of the Branch.

CHAIRPERSON

The Chairperson presides at all formal Meetings of the Branch and Branch Committee. In the absence of the Chairperson the Deputy Chairperson (if appointed) chairs, or any other member of the Committee elected from those present to chair the Meeting.

The Chairperson's role is far more than that, however – they are often seen as the key local representative and liaison of the Institute, as well as general cat-herder for the Committee.

Selecting the right Chairperson is absolutely pivotal to the success of the Branch.

The branch committee may also choose to appoint other Officer roles, such as a Deputy Chair, Secretary, Treasurer etc.

BRANCH COMMITTEE MEMBER

Branch Committee Members not holding Officer roles still have a very important role. In most circumstances, Committee Members take on a "portfolio" covering specific areas.

Committee Members are also crucial for the successful operation of ITP events and other activities. 5

ACTIVE MEMBER

The basis for the definition of an 'active' member of a Branch Committee or National Board is the requirement in the Constitution for attendance at Committee or Board meetings. There is a presumption of participation in other activities for the Branch Committee or Board.

An Active Branch Committee member is one who attends 70% of Branch Committee meetings each year and who participates in facilitating specified Branch activities for members.

7. DUTIES OF BRANCH COMMITTEE

CORE ACTIVITIES

These are specified in the Branch Rules (Schedule 12), guided by Clause 3 of the Constitution. All Committee members are expected to participate in the core activities of the Branch.

Generally speaking, this includes:

- Representing ITP to local industry and others, and being the local liaison to the Institute
- Coordinating and assisting with local ITP events
- Promoting and advancing Institute activities and initiatives
- Raising awareness of ITP as an organisation - who we are and what we do

There are some very important separations in place between Branch Committees and some of the professional activities of the Institute, such as Certification and Degree Accreditation. In these circumstances Branch Committees may assist with consultation activities, but cannot and should not influence ITP policy or the structure or nature of these professionally run programmes.

These roles are not arduous, however a successful Branch Committee must be made up of proactive and energetic professionals keen to make a difference in their local community. There really is no room for spectators on branch committees.

SPECIFIC ACTIVITIES

All members of the Branch Committee undertake specific activities (which may be at local or national level) in addition to core activities, to further the interests of the Branch, Institute and their local ICT community. These activities are discussed at the first committee meeting following appointment of a new Committee and then on an on-going basis.

TIME COMMITMENTS

The contribution levels can vary dramatically depending on location (with the larger centres running considerably more events), committee makeup, level of activity, and other factors.

Generally speaking, the time commitment for Committee Members is only a couple of hours a month plus helping out at ITP events. Obviously other communications and "thinking" occurs in addition to this.

The Chair role does require extra, with a fair amount of other activity occurring on an on-going basis and additional meetings locally and nationally plus following up on other committee members.

Again, this varies from Branch to Branch but good rule-of-thumb would be:

- Chair 5-6 hrs/month
- Committee Member 2-3 hrs/month
  This is in addition to assisting at ITP events (not all Committee members need attend all events).

Some choose to contribute far more than this, which is always appreciated and contributes significantly to the success of the Branch and Institute, however there is no expectation to do so.

Tech is a busy industry, and almost everyone serving on Branch Committees have busy periods where their contribution can be somewhat limited. This is expected in voluntary roles, however it is also imperative that during these times the member makes provisions with another committee member to complete any responsibilities they have.

MEDIA ACTIVITY

All media activity is coordinated through the Chief Executive's office to ensure a consistent and formal message from ITP. This is extremely important.

In general, Branch Chairs may discuss local activities with media (for instance, inviting media to events etc) but should refrain from discussing policy matters, referring these questions to the Chief Executive.

In some circumstances a Branch Chair (or other senior officer) will be authorised to discuss specific activities or policies, however such authorisation will be in writing and should never be assumed.
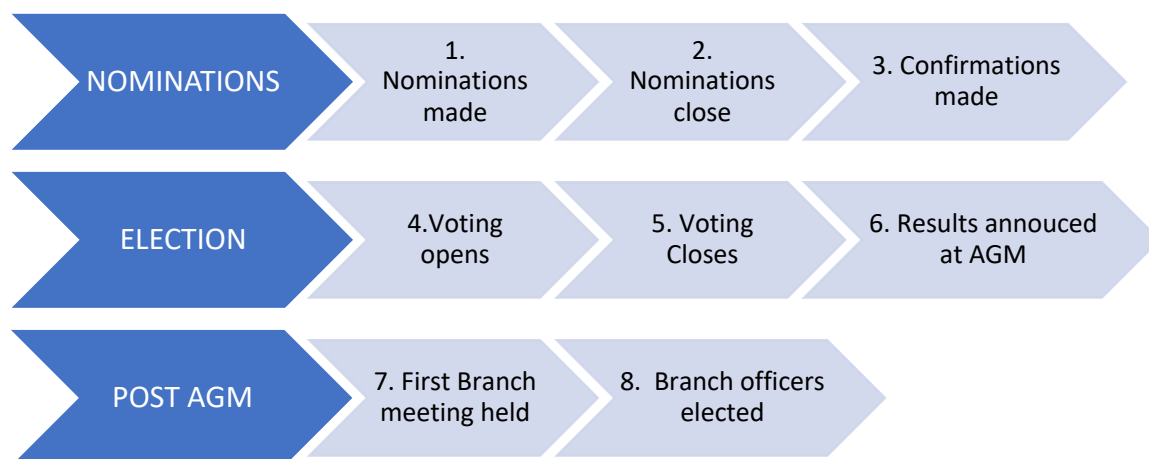
DELEGATION

As with all Committee structures, it's absolutely imperative that a Branch Committee conduct their affairs by delegation to their Committee members.

Important decisions must be made by the committee, but then the committee member(s) responsible should be left to get on with completing their tasks. Running all affairs of the Branch by Committee results in a far heavier workload than necessary on all Committee Members, a far slower pace, plus a lack of accountability on individuals to deliver.

9. BRANCH COMMITTEE VOTING PROCESS

The full process for electing Committee Members is outlined in Schedule 13 of the ITP Bylaws (reproduced as Appendix 2 in this document).

In short:

NOMINATIONS	1. Nominations made	2. Nominations close	3. Confirmations made
ELECTION	4. Voting opens	5. Voting Closes	6. Results annouced at AGM
POST AGM	7. First Branch meeting held	8. Branch officers elected	

The following Eligibility Rules apply:

1. Any member of any grade may nominate individuals to Branch Committees
2. Associates, Members and Fellows may be nominated to Committees
3. Only Members and Fellows may stand for the National Board
4. Only Professional Members (Member, Fellow) may vote at Elections

Note that members of **ANY** grade may be *co-opted* to Branch Committees by that committee.

10. COMMUNICATING WITH MEMBERS

All communication is completed through the Institute's communication channels (which properly handle opt-in/opt-out, privacy, etc). The exception is new members (who should be contacted individually and invited to the next event).

To ensure we comply with anti-spam and other privacy laws, under no circumstances may any Branch Committee or individual maintain a separate database or record of members.

There are guidelines around communications, outlined in the Branch Rules. Generally speaking we try to limit the amount of emailed communications. In all circumstances the value of communication to the recipient (rather than the sender) is regarded as the most important factor in determining whether bulk communication should be sent.

11. EVENTS

There is separate guidance outlining the streamlined process for running events, however the following base considerations should be observed:

- One of the key tasks of most Branch Committees is organising and supporting events for the local IT community

- As an independent professional body, it is not acceptable to run sales-type presentations or presentations promoting any company or product. Events should be objective
- ITP HQ organises a National Event Series, sending one presenter around all other branches. This is approximately every two months, although not all speakers will attend all branches. The separation of tasks is:
  - ITP HQ is responsible for the logistics up until the day of the event, including:

    - Vetting and arranging the speaker and assembling the synopsis
    - Promoting and advertising the events
    - Organising the venue and catering, in conjunction with a nominated member of the Branch Committee
    - Arranging flights and accommodation as required

  - The Branch Committee handles everything on the day, including:

    - Meeting the speaker, and assisting them with technology etc
    - Coordinating with the venue on the day
    - Managing the event logistics (including name badges etc)
    - Welcoming attendees, and thanking the speaker at the end (open and close)
    - Any other logistics on the day of the event

- ITP HQ also operates a nationwide training workshop programme. The Branch Committee do not need to assist with the logistics of these events.

- Event notices use a consistent and standard format, and are sent out by ITP HQ in collaboration with the Branch Committee.

APPENDIX 1: ITP BYLAWS SCHEDULE 11 – BRANCH RULES

Preamble

The following Schedule shall determine how Branches of the Institute should operate. As per the IITP Constitution, Branches may adopt additional rules as they see fit, provided they are not in conflict with the IITP Constitution or Bylaws including this Schedule.

A Branch of the Institute of IT Professionals NZ Inc., hereinafter referred to as the 'Institute', having been set up by the Board in accordance with the Constitution, shall be bound by these rules. These rules shall be read in conjunction with the Constitution and Bylaws of the Institute.

1. Purpose of the Branch Committee

1.1 The purpose of a Branch Committee is to:

1.1.1 Represent IITP to local industry and others, in conjunction with the National Operations Team, and be the local liaison to the Institute

1.1.2 Coordinate and assist with local IITP events

1.1.3 Promote and advance Institute activities and initiatives

1.1.4 Raise awareness of IITP as an organisation

1.1.5 Feeding the needs of local industry and profession back to IITP leadership

2. Membership

In these rules the words "Branch Member" or "Branch Members" refer to those Members of the Institute who are recorded as being assigned to the Branch in the Institute's Register of Members and are current financial Members, as determined by the Secretary of the Institute.

3. Election of Branch Committees

3.1 Prior to the Annual General Meeting of the Institute, the Institute shall hold a ballot and members of the Branch shall elect members, in accordance with the

Constitution, to fill any and all vacant Branch Committee positions. All Branch Committee positions shall be considered vacant except where the term of a current Committee Member has not concluded as per clause 3.4 below.

3.2 All financial members of the Institute may stand for election to a Branch Committee.

3.3 The Branch Committee shall consist of not less than four (4) and not more than eight (8) Members.

3.4 Committee Members shall be deemed elected when the result of the prior ballot is formally declared at the Institute's AGM by the Chair of the meeting, and shall hold office for two years.

3.5 From time to time when the number of positions to be vacant in any Branch Committee will be significantly more or less than 50% at the following election, the Society Secretary shall determine, via a witnessed random means such as a coin toss, one or more incoming Branch Committee positions that will carry a reduced term of one year to re-establish an approximate ratio of 50% of Branch Committee positions falling vacant at each annual election.

3.6 A member of a Branch Committee shall not be eligible to stand for election immediately following six consecutive years' service.

3.7 Notwithstanding clause 3.6 above, any Branch Committee member who has reached their term limit shall still be eligible to fill a casual vacancy, be co-opted onto a Branch Committee in a non-voting role, or stand for election in a by-election, and their consecutive service count shall reset following any election in which they did not participate (other than while serving on the Branch Committee).

4. Conduct of Elections

Nominations for positions to be elected may be in writing and the acceptance of the nominee will be indicated either by their signature or by another method specified prior to nominations opening.

5. Re-Election of Committee Members

All Members of the Committee shall hold office from the conclusion of the AGM at which they were elected until the conclusion of the AGM two years from then and shall be eligible for re- election subject to, and except where prohibited by, clauses 3.5 and 3.6 above.

6. Casual Vacancies

The Branch Committee may appoint any eligible Branch Member to fill any Casual Vacancy of Branch Committee Members.

7. Co-option

The Branch Committee may co-opt any Branch Member to the Branch Committee in a non- voting capacity for a specified period of time if it considers this necessary or desirable to further the interests of the Branch.

8. Duties of the Committee

8.1 At their first meeting following the AGM the Branch Committee shall appoint one of their own into each of the Branch Officer roles:

8.1.1 Chairperson of the Branch Committee, who must be a Full Member or Fellow

8.1.2 Any other positions the Committee feels should be filled, such as an individual to complete minutes of meetings.

8.2 The Branch Committee may also appoint a Branch Membership Officer, who:

8.2.1 will receive a monthly report with details of members assigned to the Branch who have joined or left the Institute;

8.2.2 may contact each new member, or arrange other members of the Branch Committee to contact each new member, to welcome them to the Institute and invite them to the next local event;

8.2.3 will have access to the section of the membership database related to that Branch, including contact details of members; and

8.2.4 in all cases such as the above, will be aware of, uphold, and attest to upholding, section 9 of this schedule below (*Management of Member Information*)

8.3 The Branch Committee shall arrange for events, discussion groups, seminars and other activities for the benefit of the Members in fulfilment of the objects of the Institute as set out in Clause 3 of the Constitution of the Institute and as detailed in the current approved Branch Business Plan.

8.4 Committee Meetings shall be held as necessary to conduct the affairs of the Branch but generally at least once every two months. At ordinary Committee Meetings for which seven days' notice must be given, one half of the Branch Committee shall form a quorum. Special Committee Meetings may be held with less than seven days' notice, but with a quorum of two thirds (2/3) of Committee Members.

8.5 Brief minutes of all Committee Meetings must be kept, recording at least the decisions and actions agreed and assigned to individuals. These must be maintained by the Branch.

8.6 Branches must consider Health and Safety requirements for events and other activities as per guidance from IITP National Operations. As a minimum:

8.6.1 Branches must explicitly consider and document any health and safety risks associated with local events, along with any steps to mitigate these risks, using the template provided by IITP National Operations; and

8.6.2 Details of any injuries or accidents that occur at IITP events, however minor, must be sent through to IITP National Operations to enter into the IITP Incidents Register.

9. Management of Member Information

9.1 From time to time Committee members may be privy to the contact, personal, and other details of members and other individuals (called "Information" within this section), and have a legal and ethical responsibility to ensure this Information, both electronic and otherwise, is handled appropriately while also being adequately protected.

9.2 IITP must act as an exemplar when dealing with private member Information. For example:

9.2.1 Information must not be shared with any other party without the prior written permission of the IITP Chief Executive (who has delegated authority from the IITP National Board to ensure the protection of member data);

9.2.2 Information must not be used to bulk-email individuals (that is, send an email to multiple contacts at a time), outside the IITP Mailing System. The IITP system is designed to comply with relevant NZ legislation and IITP policy, for example providing an opt-out mechanism that applies to communications across the organisation.

9.2.3 Any contact to individuals directly (for example, welcoming new members and inviting them to attend an event) must be personally addressed, initial only, and may not in any circumstances include an invitation to add their details to any other list or system;

9.2.4 Member Information must not be stored for any length of time in any other information retrieval system, database, spreadsheets, or mail management systems outside the IITP core system;

9.2.5 All IITP event registrations must be taken through the main official IITP registration system, rather than any third-party registration system, to ensure IITP meets its obligations around management of Member Information; and

9.2.6 MemberInformationmustnotbeusedforanyotherpurposewhatsoever,other than the authorised business of the Institute.

9.3 Any breach of 9.2 is considered a breach of the IITP Code of Ethics and should be dealt with according to the relevant sections of the IITP Constitution and these Bylaws.

10. Communicating with local members

10.1 Event notices may be sent via the IITP mailing list. The frequency and timing of notices will be as per the standard IITP event notice schedule in place at the time.

10.2 For consistency, all IITP event notices should be constructed and sent in a standard and consistent format, a template of which is maintained by the IITP operations team.

10.3 With the authorisation of the Branch Chair, the Branch Committee may also utilise the IITP mailing list to communicate with local members about other IITP-related matters of interest.

10.4 All written communications of this nature should be sent using provided IITP templates to ensure consistency, and written to a professional tone and standard.

10.5 To ensure members aren't inundated with email communications, given event notices, Institution-wide newsletters and other updates, a Branch Committee would not normally send more than one email communication per month to local members.

10.6 To ensure compliance with the Privacy Act 1993, the email addresses on the IITP mailing list may not be used for any purpose other than to which they were obtained; which is to communicate about IITP activities, updates and events. Thus, for example, IITP mailing lists may not be used to promote third-party (i.e. non-IITP) events or activities. Note that the Institute does have a "third party events" system that can be used to advertise third party events – details at http://techevents.nz

10.7 The IITP Operations Team will provide a means to send or upload content intended to be sent to local members via email, and will proofread all material to help ensure it is of a professional standard and complies with this section and other IITP policies.

10.8 The IITP National Board has delegated to the chief executive responsibility for all communications sent on behalf of IITP, and thus the chief executive has a right of veto or change on any communication sent to members.

11. Media comment

11.1 Being a member of a Branch Committee does not provide an implicit or explicit right to speak on behalf of the Institute or any group within it.

11.2 Notwithstanding 11.1, in some circumstances the Chair of the Branch Committee (or delegate) may provide public comment on behalf of the Committee or Institute, within a scope agreed in writing between the Committee Chair and IITP chief executive.

11.3 This section shall not prevent the Chair of the Branch Committee (or delegate) from inviting media to attend local IITP events or providing general comment about such, provided such comment does not stray into matters of policy, or be interpreted as the Institute or Committee taking a position on any matter (other than where provided for in 11.2 above).

11.4 Other than where provided as above, all media enquiries must be directed to the IITP Chief Executive (or delegate) as per established IITP practice.

11.5 Nothing in this section shall prevent any Branch Committee member speaking to media in their own personal or work capacity, provided that if it stands outside the circumstances provided above, no reference is given to their role within the Institute.

12. Funds

12.1 The funds of the Branch shall be managed by the National Operations team under the Institute's Constitution and Bylaws.

12.2 All expenses attributed to the Branch, including external invoices and Committee member reimbursements, must be approved by Branch Authorisers.

12.3 Each Branch shall nominate three Branch Authorisers, one of which being the Branch Chair. All three authorisers will receive notification of all expenses from the IITP authorisation system. Each expense shall only be considered to be authorised for payment when two Branch Authorisers have confirmed that the Branch has authorised it.

12.4 In approving expenses, Branch Authorisers are attesting that the expense has been duly and correctly incurred progressing the Institute's Objects, is within the scope of expenses the Branch Committee is authorised to approve, and that

the expense has been authorised by the Branch Committee in whichever manner the Committee has agreed to authorise expenses.

13. Appointment of Regional Committees

13.1 The Constitution provides for Branch Committees in each region to form a Regional Committee to collaborate and consider regional development within that region.

13.2 The Regional Committee shall be made up of the Branch Chairs (or nominees) of all Branch Committees in that region, plus one other member of each Branch Committee.

13.3 As per the Constitution, the Branch Chair (or nominee) from the Branch within the Region with the greatest number of professional members shall chair that Regional Committee and hold an additional casting vote in the event of equality of votes in any matter.

13.4 The Regional Committee may complete an annual budget to be approved via the Institute's annual budgeting process, incorporating a budget for each Branch in that region as well as considering how the existing Branches can assist members in remote areas to form new Branches or access regional resources such as speakers.

13.5 Any casual vacancies in Regional Committees may be filled by the relevant Branch Committee as per 13.2 above.

APPENDIX 2: ITP BYLAWS SCHEDULE 12 – E-VOTING

Preamble

Where provided in the IITP Constitution or elsewhere in these Bylaws, the Institute may conduct Electronic Voting ("E-Voting") for elected positions within the organisation. This Schedule outlines how and when this shall be conducted.

1. Application

1.1 Except where excluded in 1.2 below, this Bylaws Schedule shall apply to all Electronic Voting conducted for positions within the Institute where the Constitution or these Bylaws provide for Electronic Voting. 1.2 This Schedule specifically does not apply to:

> 1.2.1 Votes of the National Board of IITP, votes of which are determined elsewhere in the Constitution and Bylaws and by the President of the Institute.

> 1.2.2 Internal votes by any Branch Committee, Group, Committee, Board or other structure within the Institute where the membership outside that Branch Committee, Group, Committee, Board or other structure is not entitled to vote.

2. Returning Officer and Scrutinisation

2.1 The Institute Secretary shall conduct and oversee the E-Voting process and act as Returning Officer unless the Board appoints another individual to act as Returning Officer.

2.2 The Executive of the Board shall scrutinise the results of all E-Voting. The nature and method of scrutinisation shall be at the discretion of the Executive.

3. Timelines, Notice Periods, and Process

3.1 The timeline for the E-Vote must be laid out in writing and the members informed of such by the Returning Officer at the start of the process.

3.2 The Returning Officer shall contact all eligible members via the last known email address on the Institute's Member Register and notify them of the Timeline and E-Vote, and send out what further notices are necessary to conduct the E-Vote.

3.3 The Returning Officer shall call for nominations for any positions for which nominations are to be accepted, and close nominations not less than fourteen (14) days following this date.

3.4 The Returning Officer shall determine eligibility of all Nominated Persons and notify them of their nomination and eligibility. Any Nominated Person who cannot be eligible for the position for the entire period of Appointment shall not be eligible to be nominated.

3.5 Any Nominated Person may appeal the decision as to their eligibility to the President in writing prior to the commencement of the Voting Period, who shall finally determine eligibility.

3.6 Any other Member may challenge the eligibility of a Nominated Person to the President in writing at any time prior to the conclusion of the Voting Period, who shall finally determine eligibility. Any member found ineligible shall be withdrawn and removed from the Ballot.

3.7 The Returning Officer shall seek from each eligible Nominated Person:

> 3.7.1 A written statement confirming acceptance of nomination;

> 3.7.2 An optional one-two paragraph statement to be made available to all persons eligible to vote;

> 3.7.3 Details of previous committee, board and other positions held within IITP, details of which shall be made available to all voters;

> 3.7.4 An optional small photo of the individual to be made available to all persons eligible to vote;

3.8 Following the closing of the Nomination Period, the Returning Officer shall open voting, make a facility available to conduct voting electronically, and announce the start of the Voting Period.

3.9 Where there is one vacancy in a specified position, all eligible members shall be entitled to a single vote with the individual receiving the most votes being elected.

3.10 Where there are multiple vacancies for any one position, such as members of a Branch Committee, each Member shall have as many votes as there are vacancies and may exercise as many of these votes as they see fit, such that no Candidate may receive more than one vote from any Member. Those receiving the most votes shall be elected up to the number of vacancies available.

3.11 In the event of a draw or equality of votes for one or more positions:

> 3.11.1 If the e-Vote is for a local representative position such as a Branch Committee or Board Representative, the current Chair, or a nominee of the Chair, of the relevant Branch Committee shall cast an additional casting vote;

> 3.11.2 If the e-Vote is for any other position, the Institute's President, or a nominee of the President, shall cast an additional casting vote.

3.12 The voting facility shall have reasonable safeguards in place to ensure the identity and eligibility of those voting.

3.13 Voting shall conclude no less than fourteen (14) days from the commencement of the Voting Period.

 3.14 The Returning Officer shall forward the Interim Results to the Executive without delay, including:

> 3.14.1 Number of votes received for each candidate;

> 3.14.2 Candidates so elected.

3.15 Following scrutinisation, the Executive shall confirm the results to the Returning Officer to be announced as the Final Results.

3.16 E-Voting shall be conducted confidentially, with only the Returning Officer and the Executive having access to individual votes and only for the purpose of confirming the accuracy of the results.

3.17 Any Member may appeal any E-Voting result in writing to the President for up to seven (7) days following the announcement of the Final Results. The President shall consider the appeal and decide whether to accept or reject it.

3.18 Where an appeal is accepted, the National Board shall determine actions necessary, if any, to remedy the situation including:

> 3.18.1 Taking no action
> 3.18.2 Modifying the Final Results in any manner 3.18.3 Withdrawing a candidate