

Byron Greens: Pre-selection Procedures for Byron Shire Council

Definitions

Applicant: a member of Byron Greens who has applied to be pre-selected as a candidate in a Byron Shire Council election.

Candidate: a person selected under these procedures to be on the Byron Greens ticket as a Councillor (and possibly Mayor) in a Council election.

1. Preliminary Arrangements

Note: if the election is not in September (for example, for a By-election) this Procedure will guide but timing will vary and there may be fewer steps.

- 1.1 When an election for Council is to be held in the normal month of September:
 - (a) ByG's Convenor puts on the Agenda for ByG's preceding September meeting an item "Consideration of whether ByG engage in an Outreach Strategy".
 - (b) ByG's Convenor puts on the agenda for the February ByG meeting an item "Proposal for the pre-selection process for Councillors and Mayor"; and
 - (c) ByG's Membership Secretary exhorts members to examine and correct their contact details.
- 1.2 The ByG meeting referred to in 1.1a considers and resolves whether an Outreach Strategy or other actions should be undertaken;
- 1.3 The Proposal in 1.1b should include:
 - (a) the closing date for the roll of voting members (defined at clause 6.);
 - (b) the opening and closing dates of applying for pre-selection; and
 - (c) the send and closing dates for the pre-selection ballot.
- 1.4 The ByG meeting referred to in 1.1b considers and resolves the matters in 1.3 and also:
 - (a) appoints or calls for a Returning Officer (RO), plus maybe an Assistant RO;
 - (b) authorises the RO to access the names and details of members; and
 - (c) authorises the Secretary to call for nominations for the Applicant Assessment Panel, to be appointed at a subsequent ByG meeting (see 3 below).

2. Outreach Strategy

An Outreach Strategy aims at broadening the potential applicant pool and could consist of advertisements and/or specific approaches to high (green) profile community members. Current Greens Councillors would be consulted. Materials would include a copy of Greens principles and a statement of ByG's expectations.

This process is completed by the opening date in 1.3b. It may require ByG to vary procedure 5.1 below.

3. Applicant Assessment Panel

The role of the Applicant Assessment Panel is to recommend to a ByG meeting the number of Councillor Candidates and whether to have a Mayoral candidate on the ticket. It makes this recommendation after the pre-selection ballot, so that a ByG meeting can determine the number and gender order of Candidates on the ticket.

- 3.1 The Applicant Assessment Panel includes the Convenor and up to four other members appointed at a ByG meeting;
- 3.2 The Applicant Assessment Panel interviews Applicants and recommends to a ByG meeting, for decision, the number of Greens councillor Candidates on the ticket. In making this recommendation, the Applicant Assessment Panel considers whether a full Greens 'ticket' is desirable (4 or more Candidates = half the number of 8 Councillors) and whether all Applicants should appear. "Filling" the ticket may not be desirable.
- 3.3 The Applicant Assessment Panel considers Applicants and recommends to a ByG meeting, for decision, whether the order of Greens councillor Candidates on the ticket be amended to better achieve gender equity.

4. Returning Officer and Assistant

- 4.1 The RO is responsible for:
 - (a) calling for Applicants;
 - (b) compiling a roll of voting members;
 - (c) confirming Applicants' eligibility including the requirements of the relevant Electoral Act and Police checks; and
 - (d) conducting the Pre-selection ballot.
- 4.2 The RO may be assisted by an Assistant RO, if appointed at a ByG meeting.
- 4.3 The RO calls for Applicants by email or post to voting members. The Call specifies:
 - (a) that applications are to reach the RO, by post or other delivery, by the closing date set under clause 1.3b;
 - (b) that each application must have the support of three voting members;
 - (c) that the Applicant is to indicate whether she/he is also applying for Mayor (ByG does not accept applications for Mayor only);
 - (d) that the application is to be accompanied by the Applicant's profile of up to 250 words on one A4 page and including a black & white photograph ready for distribution to voting members plus a condensed 50-word media version; and
 - (e) that the Applicant is required to sign the agreement on the Candidate Application form at the end of these Procedures.

5. Applicant Eligibility

- 5.1 An Applicant must be a member of BG at the closing date set under clause 1.3a above.

- 5.2 Applications are not accepted from (i) real estate agents, (ii) professional property developers, or (iii) planners or other agents of professional property developers.
- 5.3 Applications are to include information as on the form appended to these Procedures and to nominate three ByG members whose support will continue through pre-selection, election and throughout office if successful.

6. Eligibility to vote in the Pre-selection

Members (but not Provisional members) of ByG are eligible to vote in the pre-selection. The cut-off date for membership is set under clause 1.3a.

7. Members Privacy

The roll of voting members is available for inspection (in the company of the RO or Assistant RO) by voting members and Applicants but information is not to be copied or otherwise taken away.

8. Ballot to pre-select mayoral Candidate and rank councillor Candidates

- 8.1 If there is only one Applicant for mayor, her or his pre-selection does not require a ballot but candidacy is to be approved by a meeting (ordinary or special) of ByG with the notice for the meeting clearly showing that mayoral pre-selection as an agenda item;
- 8.2 If there is more than one Applicant for Mayor, a secret ballot of voting members determines the Candidate;
- 8.3 If there is more than one Applicant for Councillor, a similar secret ballot determines the order of Candidates for the ByG ticket (note: the number of such Candidates is determined as in 3.2);
- 8.4 The RO conducts the postal vote(s) by sending each voting member an envelope containing:
 - (a) one ballot paper for the Councillor ballot (plus one for the mayoral ballot if required) in the form shown below and marked on its reverse side by the RO;
 - (b) an envelope with the RO's address for return of ballots marked on it; and
 - (c) the Applicants' profiles, as described in 4.3d;
- 8.5 The number of copies made of the ballot papers is not to exceed the number of members voting;
- 8.6 The ordering of Applicants on the pre-selection ballot paper is determined by the RO, by drawing the names of Applicants from a 'hat' held by the Convenor (or Assistant Convenor) in the presence of the Secretary (or Treasurer);
- 8.7 The draw in 8.5 is held within six days of the closing date set under 1.3c.

9. Withdrawal of Applications

Applicants may withdraw their applications by notifying the RO.

10. Receipt of Pre-selection Votes

The RO receives and safely stores the unopened mail returned by voting members until the counting of votes in accordance with 11 and 12 below.

11. Counting of Votes for Mayor

- 11.1 A counting date is set as soon as practicable after the closing date of 1.3c. The RO advises Applicants of the time, date and place of the event. Applicants do not attend but may nominate up to 2 scrutineers to attend on their behalf.
- 11.2 At the event, the RO in the presence of the Convenor (or Assistant Convenor) and Secretary (or Treasurer) counts the votes by the following method:
- (a) the envelopes are opened, ballot papers removed, mayoral papers are separated from councillor papers;
 - (b) the number of mayoral ballot papers is counted;
 - (c) those papers are placed in piles, according to primary vote. The numbers of each pre-selection Applicant's primary votes is recorded by the RO;
 - (d) preference votes are allocated by eliminating the Applicant with the fewest votes and distributing their next preferences to remaining Applicants;
 - (e) the RO records the numbers of votes exhausted and the total for each remaining Applicant;
 - (f) the RO repeats steps (d) and (e) until one pre-selection Applicant gains a majority;
 - (g) the RO reports the pre-selection result to the Applicant Assessment Panel (see 3.2 above).

12. Counting of Votes for Councillors

- 12.1 The counting event is set up under 10.1, with this count happening straight after the mayoral count. Applicants may nominate scrutineers as above.
- 12.2 The RO in the presence of the Convenor (or Assistant) and Secretary (or Treasurer) counts the votes by the following method:
- (a) unless already done, the envelopes are opened, ballot papers removed;
 - (b) the number of councillor ballot papers is counted;
 - (c) those papers are placed in piles, according to their primary vote. The number of each Applicant's primary votes is recorded by the RO;
 - (d) primary votes for mayoral Candidate, as determined under 10.2g if there is one, are redistributed to the next-preferenced Applicant on each paper;
 - (e) the Applicant with the largest number of votes after that redistribution is ranked next on the councillor list;
 - (f) the ballots from that Applicant are now redistributed and the next Applicant chosen, following the same procedure as in (d) and (e). This is repeated until Applicant ranking is determined;
 - (g) at any of the above steps, ballots with no further preferences are removed from the count;
 - (h) during counting, if two or more Applicants score an equal number of votes in the round that would choose one of them, they become the next Applicants and are ranked according to their ranking in the previous round. In such a

situation, the votes of those Applicants are redistributed together into the subsequent round;

(i) following each distribution, the RO records the number of votes exhausted, the total of preferences distributed to each Applicant ranked and the total for each remaining Applicant;

(j) if there is a mayoral Candidate, they are placed first on the councillor list;

(h) the RO declares the Applicant ranking that results from the above count and reports that result to the Applicant Assessment Panel (see 3.2 above) and subsequently to a ByG meeting, including the following:

(i) the number of and names of Applicants and any withdrawals;

(ii) the date of the count and the order ranked;

(iii) the number of votes lodged, both valid and invalid;

(iv) an account of the primary votes and the ordering of Applicants.

Model Ballot Paper COUNCILLORS:

COUNCILLORS

Ballot paper

Pre-selection for councillor Candidates

Instructions:

1. vote for at least one candidate by placing "1" in the box next to candidate's name.
2. vote for more than one candidate if you wish, by placing "2" or "3" etc, sequentially in the boxes next to the name of other Candidates.
3. place the completed ballot paper in the small envelope, along with your mayoral ballot paper if any.
4. seal that envelope and then place it in the larger pre-addressed envelope.
5. post or deliver to ByG's Returning Officer, so that she / he receives it before closing date **<insert date>**.

Candidate A **<insert name>**

Candidate B **<insert name>**

Candidate C **<insert name>**

Model Ballot Paper MAYOR:

MAYOR

Ballot paper

Pre-selection for mayoral Candidate

Instructions:

1. vote for at least one candidate by placing "1" in the box next to candidate's name.
2. vote for more than one candidate if you wish, by placing "2" or "3" etc, sequentially in the boxes next to the name of other Candidates.
3. place the completed ballot paper in the small envelope, along with your councillor ballot paper if any.
4. seal that envelope and then place it in the larger pre-addressed envelope.
5. post or deliver to ByG's Returning Officer, so that she / he receives it before closing date **<insert date>**.

Candidate A **<insert name>**

Candidate B **<insert name>**

Candidate C **<insert name>**

ByG candidate Application

1. I hereby apply to be a councillor candidate in the Byron Shire Council election of (year)
2. I also apply to be mayoral candidate in the same election.

I agree to attend at least one interview of ByG's Assessment Panel and for the Panel to 'discover' my depth of knowledge and experience plus my views on Council matters. This may include roles plays or similar exercises on current or upcoming Council issues.

I agree, if pre-selected, to:

- a) attend ByG Campaign Committee (CC) meetings and at least three Council "Ordinary" or "Extraordinary" meetings prior to the election;
- b) conduct communications such as advertising in conjunction with the CC.

I agree, if elected, to:

- a) consult with fellow Greens councillors prior to Council meetings, by attending most pre-meeting discussions we arrange;
- b) attend and report to most ByG monthly meetings;
- c) consult with ByG (probably with the Convenor in the first instance) over issues that may arise with my ability to serve as a Greens councillor.

I attach my Candidate Profiles (section 4.3 of ByG's Pre-selection Procedure) and provide the following information as well:

- (i) I have been a Greens member since and part of ByG since
- (ii) my previous pre-selections and/or candidacies for political office, and whether for the Greens:
- (iii) my involvement with Council(s), eg on Council Committee, etc:
- (iv) my involvement with community, eg issues, activism, etc:

(v) my relevant qualifications and/or work experience:

(vi) my commitment to and capacity for a four-year term of Council:

(vii) my priorities for the term of Council:

(viii) my wishes, why I want to be a Greens councillor (mayor):

I understand that ByG will determine the number of Candidates on the ticket and that it will not necessarily include all Applicants.

signed: , date:

name of supporting ByG member	signature	date
1.		
2.		
3.		

note to the three supporting members: ByG expects your support to continue through pre-selection, election processes and throughout office if successful.