



ENGINEERS AUSTRALIA

Division Elections 2011

Scrutineer Guidelines and Scrutineer Appointment Form

1. Scrutineers

A Candidate may appoint a scrutineer on his/her behalf to observe the opening and counting of accepted Postal Ballot Papers.

BoardRoom will act as Deputy Returning Officer for the purposes of the opening and counting of accepted Postal Ballot Papers.

2. Location, time and date

Location

Boardroom Pty Limited
Level 7
207 Kent Street
SYDNEY NSW 2000

Time and Date

A scrutineer may attend the Offices of Boardroom Pty Ltd from **10.00am** on **Tuesday 8 November 2011** and observe the opening and counting of accepted Postal Ballot Papers, as the official member representative for a particular candidate.

Scrutineer rights and responsibilities are detailed in sections 6 and 7.

3. Appointment of scrutineers by candidates

Candidates may appoint one or more persons to represent them at the opening and counting of accepted Postal Ballot Papers. However, a candidate may have **only one** scrutineer present in the Operations Centre **at any one time**. Candidates may replace one scrutineer with another formally appointed scrutineer throughout the course of the opening and counting of accepted Postal Ballot Papers.

A person may be appointed as a scrutineer by more than one candidate to represent them at the opening and counting of accepted Postal Ballot Papers.

4. Scrutineer Appointment Form

The formal appointment of a scrutineer **must** be in writing using the **Scrutineer Appointment Form**. The Appointment Form may be copied and used to appoint multiple scrutineers.

Note: Each scrutineer Appointment Form must be signed by the relevant candidate, including their membership number, and must show the name and address of the scrutineer. Each scrutineer must sign the Undertaking section on the Appointment Form.

Scrutineers undertake that they will not, either or indirectly, disclose any information acquired during the performance of their duties that relates to the vote cast by any member. Furthermore, scrutineers must not disclose to any person other than the candidate(s) they represent, any apparent voting trends or the results of the counting of votes, on the basis that such information shall remain confidential until after the Declaration of Results of the election by the Returning Officer. Scrutineers will be required to produce identification when they initially present themselves at the Operations Centre.

5. How to Lodge a Scrutineer Appointment Form

Scrutineer Appointment Forms must be lodged no later than 5.00pm (AEDST) on **Tuesday 1 November 2011** with the Returning Officer either by:

Email: engineersaustralia@boardroomlimited.com.au; or
Fax: 02 9279 0664

6. Identification Badge

The Deputy Returning Officer will retain the Scrutineer Appointment Form. Following identification, the Deputy Returning Officer will issue the scrutineer with an identification badge on the scrutineer's first visit. The scrutineer **must** wear the badge at all times while in the Operations Centre. Scrutineers **must** report to the Deputy Returning Officer on arrival and departure and sign the attendance book.

7. Rights of Scrutineers

The Deputy Returning Officer must ensure that the process of determining the results of the election are achieved in an orderly and timely manner. Accordingly, whilst it is in order for scrutineers to raise and discuss concerns they must refrain from making any unreasonable requests or queries during the opening and counting of accepted Postal Ballot Papers. A balance is needed between scrutineer intervention and the need for the Deputy Returning Officer to efficiently complete the opening and counting of accepted Postal Ballot Papers.

Please note that a scrutineer may:

- (a) enter and leave the Operations Centre at any time during the opening and counting of accepted Postal Ballot Papers and be replaced by another formally appointed scrutineer. However, there **must not** be more than one scrutineer for a candidate present in the Operations Centre at any one time
- (b) observe the formality, adjudication and counting of Ballot Papers
- (c) object to the admission or rejection of a Ballot Paper, in which case the Deputy Returning Officer decides whether the vote is Formal or Informal, and will endorse the Ballot Paper (on the reverse side) "admitted" or "rejected as informal" as the case may be.

Note: The Deputy Returning Officer may reject a Ballot Paper as informal even if no scrutineer has objected to it.

A Scrutineer **must** refrain from:

- (a) touching any election material (Ballot Papers, ballot paper envelopes, reports, etc.) or remove any election material out of the Operations Centre.
- (b) talking to any of staff assisting the Deputy Returning Officer in the count process. All questions **must** be directed to the Deputy Returning Officer.
- (c) engaging in any misconduct or failing to observe any reasonable direction of the Deputy Returning Officer
- (d) disclosing knowledge gained by them as a consequence of performing their duties.
- (e) destroying or defacing any Ballot Paper.

The Deputy Returning Officer and BoardRoom staff will maintain a professional, courteous and business-like relationship with candidates and scrutineers. It is the intention of the Deputy Returning Officer that any concerns or issues be settled sensibly and amicably. However, as a “last resort” should the situation arise, the Deputy Returning Officer may determine against the background of best election practice to suspend or adjourn the Count.

APPOINTMENT OF SCRUTINEER & SCRUTINEER UNDERTAKING

ENGINEERS AUSTRALIA DIVISIONS ELECTIONS 2011

SCRUTINEER APPOINTMENT

[NOTE: A Scrutineer **must** carry this Appointment when present in the Operations Centre]

I,, a member of Engineers Australia (ABN 630 020 415 510)
(Member Name)

.....Division

hereby appoint

.....of
(Scrutineer Name)

.....
(Scrutineer Address)

to be my Scrutineer at the Scrutiny of the Engineers Australia Division elections for the postal returns for my Division.

..... / ____ / ____ / 2011
(Signature of Member)

.....
(Engineers Australia Membership Number)

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ENGINEERS AUSTRALIA 2012 OFFICER ELECTION

SCRUTINEER UNDERTAKING

[NOTE: This Undertaking **must** be retained by the Returning Officer]

I, of
(Scrutineer Name)

.....
(Scrutineer Address)

have applied to act as a scrutineer for Engineers Australia's Division Elections 2011, hereby undertake that I will not directly, or indirectly, disclose to any person any apparent voting trends or the results of the counting of votes, on the basis that such information shall remain confidential until after the Declaration of Results of the election by the Returning Officer.

..... / ____ / ____ / 2011 / ____ / ____ / 2011
(Signature of Scrutineer) (Signature of Witness)

..... / ____ / ____ / 2011
(Signature of Returning Officer)