POLICY ON COLLEGE ELECTIONS

1. PURPOSE AND SCOPE

This policy seeks to provide clarity for nominees in a College election as to the policy of the College regarding election campaigns, outcomes and the publication of results. It should be read in conjunction with the relevant provisions of the Constitution, Regulation A - Governance, and any applicable College policy(ies). To the extent that there are any inconsistencies, the Constitution and the Regulations shall prevail.

The expression of interest and appointment processes associated with a ‘spill’ of the membership of entities of the College’s governing bodies do not involve direct election by a group of College members (Fellows or FACEM Training Program trainees as applicable). As such, they are not considered to involve campaigning by nominees for election. Nevertheless, the contents of this policy apply to these circumstances and individuals are expected to abide by the standards of conduct and other aspects referred to herein.

2. DEFINITIONS

ACEM / the College
means the Australasian College for Emergency Medicine

Entity
means an entity, howsoever styled, established by a governing body pursuant to approved Terms of Reference and in accordance with the Policy on College Entities.

Governing Body
means the ACEM Board, the Council of Advocacy, Practice and Partnerships (CAPP) and/or the Council of Education (COE).

Member
means a person admitted as a member of the College pursuant to the provisions of the ACEM Constitution and associated regulations, and, for the purposes of this policy, also includes trainees as well as any other person serving on any College entity or as a College representative.

Trainee
means trainees enrolled in and undertaking the FACEM Training Program and, for the purposes of this policy, also includes Emergency Medicine Certificate and Emergency Medicine Diploma trainees, and Specialist International Medical Graduates (SIMGs) undertaking College requirements for the purpose of attaining eligibility for election to Fellowship of the College

3. BACKGROUND

Pursuant to the provisions of the College constitution and associated regulations (Regulation A - Governance), there is an established schedule of elections and associated processes for appointment to positions on the ACEM Board, Council of Advocacy, Practice and Partnerships (CAPP), Council of Education (COE), regional faculty boards and the Trainee Committee, and for the positions of Regional Deputy Censors. Elections may be required at other times as and when a casual vacancy arises.
4. ELECTION CAMPAIGNS

4.1 Role of the College

Consistent with the principle of free and fair elections, the College does not provide assistance to individual nominees in any College election.

In circumstances where an election is required, the College will promote the conduct of an election through its normal communication channels, as determined by the College President and Chief Executive Officer.

In conducting an election, including through the online voting page and in College communications, nominees will ordinarily be listed alphabetically by surname.

4.2 Campaigning by Nominees

Supporting Statement

As part of the nomination process and where prescribed by the College, nominees have an equal opportunity to promote themselves through their Supporting Statement, which may, if an election is required, be provided to those who are eligible to vote in that election. Supporting Statements must not exceed 500 words and must be submitted as part of the nomination process (i.e. not later than the closing date and time specified in the applicable call for nominations).

Electioneering

The College recognises that many nominees for election will, by virtue of their involvement in College activities, have access to contact details, including email addresses, of a number of Fellows or FACEM Training Program trainees (as applicable) of the College. Any member information that nominees may have solely as a result of their involvement in the work of the College cannot be used for private purposes, including for the purpose of ‘electioneering’. To use member information held solely as a result of involvement in the work of the College in connection with an election campaign is both improper and unethical, and constitutes a breach of the College’s Privacy Policy and privacy legislation in Australia and New Zealand.

Similarly, nominees should not request or seek to obtain member information from the College, a member of staff or another College member or FACEM Training Program trainee for the purposes of ‘electioneering’. To do so is both improper and unethical.

The College acknowledges that nominees for election are likely to have various personal and professional networks of colleagues who they may choose to contact in connection with their candidacy in a particular election. Nominees are not precluded from utilising these networks and are free to promote themselves to voters. Nominees may also choose to utilise other personal networking modalities, such as social media, for the purposes of conducting an election campaign.

The College encourages all nominees to carefully consider their actions in the context of legal and ethical obligations, including the standard of conduct and behaviour expected of all members through the College’s Code of Conduct.

5. VALIDITY OF ELECTIONS

No election is invalid by reason of:

- any delay in calling for nominations or holding an election on the date communicated; or
- any inadvertent failure to send to any eligible member any notice or other communication in relation to an election; or
- any defect of a merely formal nature.
All elections conducted in good faith by the College will be valid and effective notwithstanding that it is afterwards discovered that there was some defect in the appointment of that person or that the person was disqualified from acting for any reason.

6. **ELECTION RESULTS**

The College does not ordinarily advise nominees of or otherwise publish the number of votes they or any other nominee(s) in an election received nor the variance in the votes received.

7. **FURTHER INFORMATION**

Any questions a nominee in a College election may have in relation to any aspect of this policy should be addressed to the College Chief Executive Officer (via elections@acem.org.au).

8. **DOCUMENT REVIEW**

   Timeframe for review: every two (2) years, or earlier if required.

8.1 **Responsibilities**

   Document authorisation: Board
   Document implementation: Chief Executive Officer
   Document maintenance: Governance and Standards Manager

8.2 **Revision History**

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<th>Date of Version</th>
<th>Pages revised / Brief Explanation of Revision</th>
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<td>v1</td>
<td>Oct-2018</td>
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