QUEENSLAND NEPALESE CULTURAL CENTRE INC. (QNCC)

Management Committee Election Guidelines

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These Guidelines are to be read in conjunction with the Constitution of Queensland Nepalese Cultural Centre Inc. In the event of any inconsistency, the Constitution shall prevail.

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Note on Interpretation: These Guidelines are to be read in conjunction with the Constitution of Queensland Nepalese Cultural Centre Inc. In the event of any inconsistency between these Guidelines and the Constitution, the Constitution shall prevail. References to *financial members* mean members who are current in their membership fees as at the relevant date.

1 Purpose and Scope

1.1 These Guidelines establish the procedures for conducting elections for the Management Committee of Queensland Nepalese Cultural Centre Inc. (referred to throughout as **"the Organisation"** or **"QNCC"**).

1.2 These Guidelines apply to all financial members of the Organisation and to any person or body involved in administering the election process.

1.3 The objective of these Guidelines is to ensure that elections are conducted in a transparent, fair, and orderly manner, and that all eligible members have an equal opportunity to participate.

2 Management Committee Positions

The Management Committee of the Queensland Nepalese Cultural Center Inc. shall consist of the following positions, all of which are subject to election in accordance with these Guidelines:

#	Position	Notes
1	**President**	Chief office bearer of the Organisation
2	**Vice President**	Supports and deputises for the President
3	**Secretary**	Responsible for administration and records
4	**Treasurer**	Responsible for financial management
5	**Assistant Treasurer**	Supports and deputises for the Treasurer
6	**General Committee Member**	General members (6 in numbers)

Minimum positions for validity: For the election process to be considered valid, nominations must be received and confirmed for at minimum six (6) positions, including the three key positions (President, Secretary, and Treasurer). See **Section 6** for the full validity requirements.

3 Election Committee

3.1 Formation by Expression of Interest (EOI)

3.1.1 The Management Committee shall invite financial members to submit Expressions of Interest (EOI) to serve as members of the Election Committee.

3.1.2 The Election Committee shall comprise a **minimum of three (3) members**, and must include **at least one (1) female member**.

3.1.3 No member of the Election Committee may contest any position in the election. Any member who submits an EOI to the Election Committee and subsequently nominates for a Management Committee position must resign from the Election Committee before their nomination is submitted.

3.2 Selection and Announcement

3.2.1 The Management Committee shall review all EOIs received and select the members of the Election Committee, ensuring the composition requirements in Clause 3.1.2 are met.

3.2.2 Upon selection, the Management Committee shall publish a formal notice announcing the formation of the Election Committee and the names of its members.

3.3 Insufficient EOIs – Nomination by Management Committee

3.3.1 If an insufficient number of EOIs are received to form the Election Committee as required under Clause 3.1.2, the Management Committee shall **nominate** suitable financial members to fill the remaining positions.

3.3.2 In exercising nominations under Clause 3.3.1, the Management Committee must ensure the prescribed minimum membership and gender composition requirements are met.

3.4 Responsibilities of the Election Committee

The Election Committee is responsible for administering the entire election process in accordance with these Guidelines, including:

3.4.1 Publishing all required notices relating to nominations and the election;

3.4.2 Compiling and publishing the Eligible Members List;

3.4.3 Receiving, validating, and publishing nominations;

3.4.4 Making all necessary arrangements for the conduct of the ballot at the Annual General Meeting (AGM);

3.4.5 Announcing the final election results; and

3.4.6 Preparing and submitting a written Election Report to the Management Committee.

4 Nomination Process

4.1 Call for Nominations

4.1.1 The Election Committee shall publish a notice inviting financial members to submit nominations for Management Committee positions.

4.1.2 The notice shall include:

(i) The list of all positions open for nomination;
(ii) The nomination period, including the opening date, closing date, and closing time;
(iii) The requirements for submitting a valid nomination (including proposer and seconder requirements);
(iv) Contact details and the method for submitting nominations to the Election Committee;
(v) The deadline for withdrawal of nominations once the nomination list is published; and
(vi) The Eligible Members List, published simultaneously – see Clause 4.2.

4.2 Eligible Members List

4.2.1 The Election Committee shall compile and publish a list of all financial members who are eligible to vote and/or stand for election **simultaneously with the call for nominations**. The compilation of this list shall be carried out in **co-ordination with the Management Committee**.

4.2.2 Any member who believes they have been inadvertently omitted from the Eligible Members List must notify the Election Committee **promptly and in writing**, providing evidence of their financial membership status.

4.2.3 The Election Committee shall determine the validity of any such claim and update the list accordingly before the close of nominations.

4.3 Nomination Requirements

For a nomination to be valid, **all** the following conditions must be met:

4.3.1 **Separate Nomination per Position:** A separate nomination form must be submitted for each position. A single form cannot cover more than one position.

4.3.2 **Proposer and Seconder:** Each nomination must be proposed and seconded (supported) by two (2) separate financial members. The candidate themselves cannot act as the proposer or seconder of their own nomination.

Furthermore, a person who is included under the candidate's family membership (for example, a spouse or partner) is not eligible to act as a proposer or seconder for that candidate's nomination.

4.3.3 **One Role per Member:** Each financial member may act as a *proposer* or as a *seconder* for one (1) candidate only across the entire election. A member cannot propose one candidate and also second another candidate, nor can they propose or second more than one candidate for the same or different positions.

4.3.4 **Candidature and Proposer or Seconder Role:** A member who is standing as a candidate in the election shall not act as a proposer or seconder for any other candidate. Where a member has done both, the validity of the nominations shall be determined by the order of receipt, as recorded by the Election Committee:

(i) If the nomination naming them as proposer or seconder is received **before** their own nomination, their own nomination shall be deemed invalid, and the other candidate's nomination shall remain valid; or

(ii) If the nomination naming them as proposer or seconder is received **after** their own nomination, the other candidate's nomination shall be deemed invalid.

4.3.5 **Consequence of Multiple Proposals or Seconds:** Where a member has acted as proposer or seconder in more than one nomination in breach of Clause 4.3.3, only the **first nomination received** – as determined by the date and time of receipt recorded by the Election Committee – shall be considered valid. All subsequent nominations in which that member appears as proposer or seconder shall be deemed **invalid** and shall not be included in the nomination list.

4.3.6 **Candidate Eligibility:** The candidate must be a financial member of the Organisation and must appear on the published Eligible Members List.

4.3.7 **Submission Format:** A nomination may be submitted either in **paper form** or through an **online form**, as specified by the Election Committee in the call for nominations notice.

4.4 Nomination Period

4.4.1 The nomination period shall be a **minimum of two (2) weeks (14 calendar days)** from the date and time the call for nominations notice is published.

4.4.2 The Election Committee may, at its discretion, allow a longer nomination period where it considers it appropriate.

> The Election Committee must record the **date and time of receipt** for every nomination submitted, as this determines precedence under Clause 4.3.5 in cases where a member has proposed or seconded more than one candidate.

5 Publication of Nominations and Withdrawal

5.1 Publication of Received Nominations

5.1.1 Within **three (3) days** of the close of the nomination period, the Election Committee shall publish a list of all valid nominations received, organised by position.

5.1.2 The published list shall identify each nominated candidate, the position for which they are nominated, and the names of the proposer and seconder.

5.2 Withdrawal of Nominations

5.2.1 A candidate may withdraw their nomination by providing **written notice** to the Election Committee within the withdrawal period specified in the call for nominations notice.

5.2.2 The withdrawal deadline shall be clearly communicated to all candidates and published members at the time of the nomination list publication.

5.2.3 No withdrawal shall be accepted after the withdrawal deadline has passed.

5.3 Final Candidate List

5.3.1 Upon expiry of the withdrawal period, the Election Committee shall publish the **Final Candidate List**, reflecting all remaining confirmed candidates for each position.

5.3.2 The Final Candidate List is the definitive basis on which the election at the AGM is conducted.

6 Validity of the Election Process

6.1 For the election process to be considered valid and to proceed to an election at the AGM, confirmed nominations must be in place for a minimum of six (6) positions, representing a majority of the positions for which the election is being held. This minimum shall comprise:

(i) all three (3) of the following key positions:
- President;
- Secretary; and
- Treasurer; and

(ii) at least three (3) additional positions from the remaining Management Committee positions.

6.2 If confirmed nominations have not been received for all six (6) positions specified in Clause 6.1, including all three key positions, the election process shall not be considered valid and shall **not proceed to the AGM**

election. Instead, the procedures in **Section 8 (Insufficient Nominations)** shall apply.

6.3 Any Management Committee positions that remain **vacant** after the conclusion of the election process, having received no confirmed nomination, shall be filled by the Management Committee as per **Clause 8.2 Filling of Management Committee Vacant Positions** of the QNCC Constitution after the new Management Committee is constituted.

> **Important:** The validity threshold has two cumulative requirements. First, nominations must be confirmed for all three key positions (President, Secretary, Treasurer). Second, the total confirmed nominations must reach six (6). Failing either condition – even if the other is met – will prevent the election from proceeding to the AGM.

7 Election at the Annual General Meeting (AGM)

7.1 Contested Positions – Secret Ballot

7.1.1 Where more than one (1) confirmed candidate appears on the Final Candidate List for any given position, an election by **secret ballot** shall be conducted for that position during the AGM.

7.1.2 Only financial members present at the AGM and appearing on the Eligible Members List are entitled to vote.

7.1.3 **Proxy votes shall not be permitted**. Each eligible member must cast their vote in person at the AGM.

7.2 Uncontested Positions

7.2.1 Where only one (1) confirmed candidate is listed for a position, that candidate shall be declared **elected unopposed** and no ballot shall be required for that position.

7.3 Ballot Arrangements

The Election Committee shall make all necessary arrangements for conducting the ballot, including:

7.3.1 Design and printing of ballot papers for each contested position;

7.3.2 Provision and management of a secret ballot box (or separate boxes for each contested position);

7.3.3 Verification of voter eligibility prior to issuing ballot papers;

7.3.4 Appointment of scrutineers to observe the ballot and the counting process; and

7.3.5 Counting of votes and determination of the outcome for each contested position.

7.4 Announcement of Results

7.4.1 The Election Committee shall compile the results of all contested and uncontested positions and announce the final results **during the AGM**.

8 Insufficient Nominations Procedure

This Section applies where, at the close of the initial nomination period, valid nominations have not been received for the minimum required positions set out in Clause 6.1.

8.1 First Round – Extension of Nomination Period

8.1.1 If insufficient nominations are received upon the close of the first nomination period, the Election Committee shall **extend the nomination period by a minimum of one (1) additional week (7 calendar days)**.

8.1.2 The extension shall apply to **all positions**, regardless of whether nominations have already been received for some positions during the first round.

8.1.3 The Election Committee shall publish a notice advising members of the extended nomination period, the new closing date and time, and the positions for which nominations are still required.

8.1.4 Nominations received during the first round remain valid and do not need to be resubmitted during the extension period, unless they were determined to be invalid.

8.2 Second Round – Member Consultation Meeting

8.2.1 If, upon the close of the extended nomination period, sufficient nominations are **still not received** for the minimum required positions, the Election Committee shall convene a **Member Consultation Meeting**.

8.2.2 The purpose of the Member Consultation Meeting is to:

(i) Inform members of the current situation and the shortfall in nominations;

(ii) Brief members on the steps to be taken going forward to complete the election process; and

(iii) Encourage members to come forward for vacant positions.

8.2.3 Following the Member Consultation Meeting, the Election Committee shall invite EOIs from members for all vacant positions, specifying a **closing date for EOIs** as announced at or following the meeting.

8.3 Compilation and Official Announcement

8.3.1 The Election Committee shall compile all valid nominations and EOIs received through the processes described in Sections 4 and 8.

8.3.2 The Election Committee shall make an **official announcement** detailing all nominations and EOIs received and the process to be followed for the election during the AGM.

8.4 AGM Ratification of EOI Nominations

8.4.1 All nominations received through the EOI process under this Section shall require **ratification by the AGM** to become valid and binding. No EOI-based nomination shall take effect unless and until it has been formally ratified by the AGM.

8.4.2 Where **multiple EOIs** are received for any given position through the process described in Clause 8.2.3, the matter shall be presented to the **Annual General Meeting**.

8.4.3 The AGM shall discuss the EOIs and shall **ratify** a candidate for each such position. The ratification by the AGM shall be made by a show of hands or such other method as the Chairperson of the AGM determines appropriate.

8.4.4 The Election Committee shall record the AGM's ratification and give effect to it in the final results.

8.5 Early Invocation of Exceptional Circumstances

8.5.1 Where, following the processes described in Sections 8.1 to 8.4, sufficient EOIs have not been received to fill the minimum positions required for validity of the election as specified in Clause 6.1, the Election Committee may invoke the provisions of Section 10 (Exceptional Circumstances) **prior to the AGM**.

8.5.2 Where Section 10 is invoked under this Clause, the Election Committee shall initiate negotiations with potential candidates in accordance with Clause 10.1 before the AGM.

8.5.3 The outcomes of those negotiations shall be presented to the **AGM for ratification**. In such a case, the AGM shall serve as the ratifying body in place of the Special Members' Meeting referred to in Clause 10.2, and the requirement to convene a Special Members' Meeting under that Clause shall not apply.

9 Final Results and Election Report

9.1 Compilation and Announcement of Final Results

9.1.1 The Election Committee shall compile the final results of the election, incorporating:

(i) The outcomes of any contested elections conducted by secret ballot;

(ii) Uncontested positions; and

(iii) Positions filled through the EOI process and AGM recommendation (where applicable).

9.1.2 The Election Committee shall formally **announce the final results** of the entire election during the AGM.

9.2 Election Report

9.2.1 Following the AGM, the Election Committee shall prepare and submit a **written Election Report** to the Management Committee.

9.2.2 The Election Report shall include, at minimum:

(i) A summary of the election process followed, including key dates and notices published;

(ii) Details of all nominations, EOIs, and withdrawals received;

(iii) The vote tallies and results of any ballots conducted;

(iv) The final list of elected or appointed Management Committee members; and

(v) Any recommendations for the conduct of future elections.

9.3 Dissolution of the Election Committee

9.3.1 The Election Committee shall be **deemed dissolved** upon the Management Committee's formal receipt of the written Election Report.

9.3.2 Members of the Election Committee shall not be liable for any further obligations relating to the election after dissolution.

10 Exceptional Circumstances – Election Process Not Completed at AGM

> **Exceptional Circumstances:** This Section applies only where, for any reason, it has not been possible to complete the election process during the AGM. It is intended as a last resort and is to be applied in good faith by all parties involved.

10.1 Continuation by the Election Committee

10.1.1 Where the election process cannot be completed at the Annual General Meeting (AGM), the Election Committee shall **remain in office** and shall continue to seek Expressions of Interest (EOIs) and engage with potential candidates to fill the remaining vacant positions.

10.1.2 In such exceptional circumstances, **no formal ballot (election) shall be required**. All vacant positions shall be filled through **negotiations with potential candidates**.

10.1.3 Where no formal ballot is required under the exceptional circumstances provided for in these Guidelines, **the eligibility requirements for the positions of President and Secretary shall be waived**. All Life Members shall be eligible for appointment to either position, irrespective of whether they have previously served on any Management Committee. Appointments to these positions shall be made through negotiations with potential candidates.

10.1.4 The Election Committee may invite members of the Organisation's **Advisory Committee** to participate in the negotiation process, to assist in identifying and engaging suitable candidates for the vacant positions.

10.1.5 The Election Committee shall maintain a **written record** of all negotiations conducted under this Section. The Election Committee shall notify the Management Committee of the outcomes of those negotiations as and when they become available.

10.2 Special General Meeting

10.2.1 A **Special General Meeting** shall be convened specifically for the purpose of completing the election and formally constituting the new Management Committee.

10.2.2 At the Special General Meeting, **the members present shall, by simple majority**, formally endorse the appointment of the members of the newly constituted Management Committee, thereby giving effect to the completed election process.

10.3 Interim Management Committee

10.3.1 The **incumbent Management Committee** shall continue in office as an **Interim Management Committee** from the date of the AGM until the new Management Committee is formally constituted following the Special General Meeting.

10.3.2 The Interim Management Committee shall retain the same powers, responsibilities, and obligations as the Management Committee during this interim period.

10.4 Final Report and Dissolution

10.4.1 Upon completion of the process described in this Section, the Election Committee shall prepare a **written report** and submit it to the Management Committee, documenting all steps taken and outcomes reached under this exceptional procedure.

10.4.2 The Election Committee shall be **deemed dissolved** upon the Management Committee's formal receipt of this final written report.

Schedule A – Election Timeline Overview

The following tables provide a reference guide for the key steps and minimum time frames in each process track. The actual dates must be set by the Election Committee and published in the relevant notices.

Standard Election Process

Step / Event	Timing
Step 1. MC invites EOIs for Election Committee	Two months prior to the AGM
Step 2. Election Committee formed and announced	After EOI review
Step 3. Call for nominations published (with Eligible Members List)	Day 0
Step 4. Nomination period closes	Min. Day 14
Step 5. Nomination list published	Within 3 days
Step 6. Withdrawal period closes	As specified
Step 7. Final Candidate List published	After withdrawal
Step 8. Election at AGM (secret ballot for contested positions)	At AGM
Step 9. Results announced at AGM	During AGM
Step 10. Written Election Report submitted to MC	Within 2 weeeks

Insufficient Nominations – Extended Process

Step / Event	Timing
First-round extension of nomination period (all positions)	Min. 7 extra days
If still insufficient: Member Consultation Meeting convened	After 2nd round
EOIs invited for all vacant positions	By stated deadline
Official announcement of nominations & EOIs + AGM process	Before AGM
AGM discusses multiple EOIs; makes candidate recommendations	During AGM
Final results announced at AGM	During AGM
Written Election Report submitted to MC	Within 2 weeks

Exceptional Circumstances (Section 10)

Step / Event	Timing
Election Committee continues in office – seeks EOIs & engages candidates	Post-AGM
Incumbent MC continues as Interim Management Committee	From AGM date
Special General Meeting convened; MC formally endorsed	As soon as practicable
Written report submitted → Election Committee dissolved	within 2 weeks