DOGS VICTORIA

REG. NO. A0023882W

REGULATIONS

PART 6 - COMMITTEE ELECTIONS AND STANDING ORDERS

Last update: 15 January 2027

To be read in conjunction with DOGS AUSTRALIA Regulations, Codes & Policies

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6 - COMMITTEE ELECTIONS AND STANDING ORDERS

6.1 STANDING ORDERS FOR THE CONDUCT OF A MEETING

6.1.1 These Regulations provide Standing Orders for the conduct of a meeting of the Management Committee, Sub Committees and General and Special Meetings of the Members of the Victorian Canine Association Inc. (Dogs Victoria) except where the Constitution and Rules prevail.

6.1.1.1 A member not physically present at a meeting may be permitted to participate in a meeting by the use of audio-visual technology that allows that member and the members present at the meeting to simultaneously communicate both verbally and visually with each other. (i.e. must be on camera at all times during the meeting). Members may be asked to use the mute button during the meeting. (15/11/25)

6.1.1.2 A member participating in a meeting as permitted by 6.1.1.1 is taken to be present at the meeting and, if the member votes, is taken to have voted in person. (15/11/25)

6.1.2 These Regulations apply to Dogs Victoria meetings and may be used as a guide by Affiliates; however, the Affiliates' constitutional requirements must be complied with.

6.1.3 Objective

The objective of these Regulations is to provide a framework for the proper conduct of meetings.

6.1.4 Authorising Provisions

These Regulations are made under Clause 1.5.1 of the Constitution of Dogs Victoria.

6.1.5 The Moving of a Motion

A motion may be moved for the reception and/or adoption of any report or any financial statement and for the approval of any proposal before the meeting. Where the Rules permit, a substantive motion may also be moved by any member on a matter raised by the business before the meeting. Each motion shall have one subject only.

6.1.6 Seconding of Motion

Any motion other than a vote of thanks not seconded shall lapse and may not be recorded in the minutes of the meeting. The Chair may if so desired call for an indication that some member is willing to second a motion before the mover of the motion is allowed to speak to the motion.

6.1.7 Reservation of Speech and Right of Reply

6.1.7.1 The mover of the motion or an amendment may not reserve the right to speak to it subsequently, but a member seconding the same motion may do so.

6.1.7.2 The mover of the substantive motion shall have the right of reply at the close of the debate, such reply being limited to the answering of matters raised in opposition to the motion.

6.1.8 Length of Speeches

Unless otherwise predetermined, the time allowed for the mover of a motion shall be five minutes and for the seconder three minutes, and the right to reply shall be limited to three minutes, subject in each case to such extension of time as may be granted with leave of the meeting, such leave being approved by no fewer than two-thirds of the member's present. All other speakers shall be limited to three minutes unless otherwise determined by the meeting.

6.1.9 One Motion only Before the Meeting

A motion on any other subject shall not be submitted until the motion under discussion has been disposed of.

6.1.10 Disposing of a Motion

A motion under discussion may be disposed of by withdrawal, subject to the leave of the meeting, or by adoption, rejection or by one of the following procedures:

6.1.10.1 Amendment, subject to required notice of the motion, either by varying the terms, or by omission or addition, such amendment shall be debated concurrently with the motion.

6.1.10.1.1 Should an amendment be carried; the amended motion shall become the substantive motion and thereon a further amendment may be proposed. If no further amendment is proposed, the substantive motion shall be put without further discussion.

6.1.10.1.2 Should the amendment be lost and no further amendment proposed, the original motion shall be put without further discussion.

6.1.10.1.3 A second amendment shall not be submitted until the first is disposed of, but any speaker may give notice of intention to propose another amendment. Any such further amendments shall be taken in the order in which notices thereof have been given.

6.1.10.1.4 Any member giving notice of further amendment shall not then speak to the proposed amendment or to the general question but shall be entitled to speak to the amendment, when moving it, provided the member has not already spoken in the general debate, and if the proposed amendment is seconded the debate shall proceed.

6.1.10.1.5 The mover of an amendment has no right of reply but in the event of an amendment becoming the substantive motion before the meeting, and there being further debate as a result of a further amendment being moved, the mover of the amendment which has become the substantive motion shall have a right of reply.

6.1.10.2 Any of the following motions will be in order whether a motion, or a motion with amendment, shall be before the meeting.

6.1.10.2.1 'the previous question' which shall be put to the meeting in the following form:

‘that the motion, or motion and amendment, before the meeting be not put'.

(This may be discussed concurrently with such motion or amendment. If the previous question be carried the motion or amendment before the meeting shall not be put. If it be not carried, the discussion may proceed.)

6.1.10.2.2 the order of the day, that is, that the business as ordered by the meeting for that time be now taken; if such motion carries, the debate then in progress shall be adjourned;

6.1.10.2.3 the postponement of the question either to a definite time or to a time to be hereafter fixed;

6.1.10.2.4 reference to a committee.

6.1.11 Closure of the Debate

Following at least three speakers each for and against the motion having been heard, a motion "that the motion be now put" may be submitted by any member, who has not taken part in the debate, but no discussion shall be allowed thereon on such motion shall be put to the meeting immediately. If the motion is carried by a majority of those voting the Chair shall proceed as follows:

6.1.11.1 If a motion or a motion and one amendment be before the meeting, the chair shall call upon the member, if any, who may have the right of reply, and once this has been done no further question shall be permitted. Immediately after such reply the chair shall put the motion.

6.1.11.2 If in addition to the motion and the amendment being debated notice of further amendment has been given, the chair shall put the amendment before the meeting. Thereafter the person who has given the notice of amendment next in order may move and speak to such amendment, either as an amendment on the original motion, or on the former amendment if it has become the substantive motion, and provided that it is a proper amendment thereon. The debate may then proceed unless the motion "that the vote be now taken" be again moved and carried by the required majority.

6.1.12 Putting the Question

At the close of a discussion the chair shall request all members to be seated and the motion or the motion and amendment shall be read before being put to the vote. The vote on the amendment shall be taken first. A member shall not speak after the chair has risen to put the question to the meeting until the vote shall have been taken.

6.1.13 Method of Voting

6.1.13.1 Method of voting at all Dogs Victoria meetings, shall be in accord with the principles of Dogs Victoria Rules 2.102 .1 - .3 and Rule 2.111 .1 - .3 except where otherwise determined by the Rules.

6.1.13.2 Procedures for the conduct of a poll at Annual or Special General Meetings.

6.1.13.2.1 A ballot box be available at all meetings.

6.1.13.2.2 Coloured sheets of paper "called the ballot papers" be available at all meetings.

6.1.13.2.3 One dated coloured card to be provided when registering prior to the meeting.

6.1.13.2.4 If a poll is called

- To be eligible to receive a "ballot paper" the member must pass in their coloured voting card and on a one for one basis be given a ballot paper.

6.1.13.2.5 Voting Method

- To vote the member must write on the ballot paper either "for" if voting for the motion or "against" if voting against the motion.
- After the member has voted they are to place their "ballot paper" in the ballot box provided and will be reissued a coloured voting card.

6.1.13.2.6 At least two people will be appointed as tellers to act as counters and at least four people to act as scrutineers to be elected from the meeting.

6.1.13.2.7 The tellers to clear the ballot box and count the ballot papers.

6.1.13.2.8 The tellers to provide the Chair with a signed written statement of the voting countered signed by the scrutineers.

The statement to show -

- the number of votes cast
- the number of votes for the motion
- the number of votes against the motion
- the number of informal votes

6.1.13.2.9 The Chair to declare the result of the ballot.

Ordinary Resolution more than 50% for the motion to be carried.

Special Resolution 75% or more for the motion to be carried.

6.1.14 Members Call to Speak

6.1.14.1 At a General Meeting, a member desiring to speak shall stand but shall not speak until called upon by the chair. A member speaking to the meeting shall face and address the chair only from next to their seat.

6.1.14.2 At all meetings of the Management and other Committees of Dogs Victoria, a member desiring to speak shall raise their hand and shall not speak until called upon by the chair.

6.1.15 Limitation on Right to Speak

Each member may speak once to each question in debate, whether a motion or an amendment, but no member shall speak more than once to the same question, except:

- in explanation;
- in stating and asking the ruling of the chair on a point of order;
- in reply at the close of a debate if so entitled;
- in a committee.

6.1.16 Mover of an Amendment

A member who has spoken to the main question shall not afterwards move an amendment on it, but may second or speak to an amendment moved by another member.

6.1.17 Vacating the Chair

The person who is presiding over the meeting shall not debate a motion but may respond to questions put to the chair. Should the chairperson desire to debate the motion he/she shall vacate the chair whereupon such person as is authorised in the Rules to act in the absence of the chair shall assume the chair for the time being.

6.1.18 The Chair Standing

When a person who occupies the chair stands, all members shall forthwith resume their seats and remain silent so that the chair may be heard without interruption.

6.1.19 Casting Vote

The chair is entitled to exercise a deliberate vote at the time the vote is taken and if the resulting vote is tied may exercise a casting vote.

6.1.20 Interruptions

No member shall interrupt a speaker except for one or other of the following purposes:

- to state a point of order and to ask a ruling of the chair thereon;
- to make a personal explanation;
- to move the adjournment of the debate;
- to move the previous question or that the motion be put;
- to object to language deemed objectionable or reflecting on character.

6.1.21 Points of Order

Points of order must refer strictly to the order of the proceedings of the meeting. The person raising a point of order shall simply state it and no other member shall speak at this stage. The chair shall then either:

6.1.21.1 forthwith rule on the point;

6.1.21.2 ask certain members whom the chair selects to state their views on it and afterwards rule on the point; or

6.1.21.3 refer the point of order to the meeting for decision by debate and vote.

6.1.22 Chair May Propose Closure

If in the opinion of the chair a debate has apparently covered all the ground and is becoming unduly extended or repetitious, the chair may ask the meeting to vote on the question "that the vote be now taken".

6.1.23 Reconsideration - Rescission Motion

6.1.23.1 A rescission motion put to a meeting of Management Committee or other Dogs Victoria Committee meetings affecting a resolution at a meeting may be put at that same meeting, providing no members have vacated that meeting.

6.1.23.2 A rescission motion affecting a resolution adopted at a previous meeting requires notice of rescission to be placed on the notice for the meeting.

6.1.24 General Business

At all Management and other Committee meetings of Dogs Victoria, items of business to be dealt with at a meeting are to be advised in writing to the Chief Executive ten (10) days prior to the holding of the meeting. Notwithstanding the above, with the consent of the Chair, matters of urgency may be dealt with provided they are notified - in writing - to the Chief Executive - prior to the commencement of the meeting.

6.1.25 Notice and Minutes of Meetings

6.1.25.1 The Chief Executive shall give to the members of the Committee and any Sub Committee at least 7 days notice in writing of each meeting of the Committee or Sub Committee; postal authority endorsement is sufficient to vouch dispatch date.

6.1.25.2 The Chief Executive shall state in the notice of a meeting of all Committees the Agenda for the meeting and in particular:

- the terms of any recommendation of any Sub Committee;
- any general business of which notice has been given in accordance with these Standing Orders by any member of the Committee;
- shall annex to the notice a copy of any Financial Statement or other document to be considered by the meeting.

6.1.25.3 The Chief Executive shall keep minutes of Meetings of the Management Committee and all Sub Committees which shall record:

- apologies;
- all correspondence, reports and other documentation tabled at the last meeting of the Committee in sufficient particularity to be identified;
- any resolution confirming or varying the minutes of any meeting;
- any resolution approving a report by any member of the Committee;
- any other resolution;

- any other matter which the Committee direct shall be recorded in the minutes but shall not record any discussion whatsoever whether preparatory or ancillary to an resolution.

6.1.25.4 The Chief Executive shall circulate to all member of the Management Committee and members of relevant Sub Committees a copy of the minutes of the previous meeting of the Committee and any annexure thereto prior to the dispatch of the notice of the next meeting of that Committee.

6.1.25.5 The Chief Executive shall by notice from the Chair, table at any meeting any correspondence, reports and other documentation received, despatched or created since the last meeting of the relevant Committee.

6.1.26 Order of Business (Amended 15/10/21)

That the order of business of the committee shall be as determined by the committee from time to time.

6.1.27 Observers

6.1.27.1 All meetings of the elected committees shall be open for attendance by any Ordinary Member of Dogs Victoria.

6.1.27.2 The Chief Executive shall by notice in Dogs Victoria Gazette advise of times and dates of meetings of the committees. Such notice shall provide at least 14 days prior notice of the date of the meeting from normal date of posting of Dogs Victoria Gazette.

6.1.27.3 Where pursuant to Rule 2.78.2, an additional meeting of the Management Committee is called, and there is insufficient time to comply with Rule 2.78.4, then Rule 2.78.4 shall not apply. However, such additional meeting shall still be open for attendance by Ordinary Members of Dogs Victoria.

6.1.27.4 Ordinary Members wishing to attend an elected committee meeting must make a request for such attendance in writing to the Chief Executive not less than 48 hours prior to the commencement of the meeting and shall be provided with the agenda of the meeting prior to the commencement of the meeting. This does not entitle members to apply for multiple or blanket attendances. Each request must be for the next scheduled meeting only.

6.1.27.5 Ordinary Members in attendance at committee meetings cannot enter into debate, speak or disrupt the meeting in any way. Electronic devices are not permitted to be used by observers. Ordinary Members not adhering to this rule shall be removed from the meeting. (15/06/19)

6.1.27.6 The elected committees may, by resolution prior to the discussion of any item on the agenda of a Management Committee meeting, resolve that an item should, due to either legal constraints or sensitivity, be discussed without Ordinary Members present. Upon passing such a resolution all Ordinary Members present must remove themselves from the meeting until that item of business has been dealt with.

6.1.27.7 Any observer to the Meeting shall not have any right to address the Committee but may do so on the invitation of the chair, or with the permission of the majority of committee members.

6.1.28 Chief Executive

The Chief Executive or Deputy may not address the Committee or any Sub Committee except with the consent of or when requested to do so by the Chairperson.

6.1.29 Suspension of Standing Orders

These Standing Orders may not be suspended except:

6.1.29.1 on seven days written notice of a motion to that effect; or

6.1.29.2 on the vote of a majority of the members of the Committee in favour of such suspension.

6.1.30 General Discussion

At the conclusion of the Order of Business, and where time permits, the chair may allow a general discussion period. No formal adoptions or resolutions can be made during this discussion period. Notice of motions for the next meeting may be received.

6.1.31 Out of Sessions Voting

(15/11/11) Where a matter arises that the President and/or Vice President deem to be sufficiently urgent to require an out of sessions decision the following shall apply:

6.1.31.1 The CE shall advise all members of the Management Committee of the matter by email requesting acknowledgement of receipt and a vote on the matter by a specified date.

6.1.31.2 Where a member failed to acknowledge receipt of the email the CE shall contact the member and alert them to the matter. Where the CE is unable to contact the member before the due date, the member shall be recorded as 'not present' for the purposes of Rule 2.79.1.

6.1.31.3 Members who fail to respond with a vote before the due date shall be recorded as having abstained from voting.

6.1.31.4 The matter shall be resolved by the majority of vote cast FOR or AGAINST.

6.1.31.5 The matter and its resolution shall be recorded in the minutes of the next scheduled meeting of the Management Committee.

6.2 GENERAL MEETINGS

6.2.1 Annual General Meeting

Items of business submitted as agenda items for an AGM which seek to create or amend a Dogs Victoria Rule;

6.2.1.1 should clearly state how the new or amended Rule would read,

6.2.1.2 state where it is to be inserted, and

6.2.1.3 identify any existing Rule(s) which would be affected by the proposal and state those Rules as they would read if amended.

6.2.2 A notice specifying the date of the Annual General Meeting shall be published in the December issue of Gazette. The notice shall include the closing date for agenda items for the Annual General Meeting.

6.2.3 Where an Auditor is required to be appointed at an Annual General Meeting nominations for the position shall close on 31st January preceding such Annual General Meeting. The nomination shall include the period of appointment and conditions and fee for the period of Audit.

6.2.4 Special General Meeting

A notice or requisition for an SGM which seeks to create or amend a Dogs Victoria Rule:-

6.2.3.1 should clearly state how the new or amended Rule would read,

6.2.3.2 state where it is to be inserted, and

6.2.3.3 identify any existing Rule(s) which would be affected by the proposal and state those Rules as they would read if amended.

6.3 MANAGEMENT COMMITTEE

6.3.1 Title

These Regulations shall be cited as Dogs Victoria Management Committee Election Regulations and shall be read in conjunction with Dogs Victoria Rules 2.40 to 2.75 inclusive for the conduct of Management Committee Elections.

6.3.2 Objective

The objective of these Regulations is to set out procedures for election of Office Bearers and ordinary members of Management Committee of Dogs Victoria.

6.3.3 Authorising Provisions

These Regulations are made under the Clause 1.5.31 of the Constitution of Dogs Victoria.

6.3.4 Returning Officer

The successful tenderer appointed in accordance with Rule 2.70 shall conduct the election for Management Committee for that year or for those years for which the tender was accepted. An officer of the successful tenderer, appointed by that entity, shall be the Returning Officer for elections conducted during the term of the successful tender. (15/03/17)

6.3.5 Substitute Returning Officer

The Returning Officer may, by writing under his or her hand appoint:

6.3.5.1 a Substitute Returning Officer to assist the Returning Officer or to act in the absence of the Returning Officer; and

6.3.5.2 Poll Clerks to assist in the conduct of Elections.

6.3.6 Election Officials not to be Candidates or Dogs Victoria Members

The Returning Officer or Substitute Returning Officer or a Poll Clerk must not be a candidate in the election, nor shall any such official be a member of Dogs Victoria.

6.3.7 Nominations

6.3.7.1 Subject to Rule 2.52.1 only an ordinary, dual or life member as described in Rule 2.6.3 shall be eligible to nominate as a candidate or propose or second a candidate for election to the Management Committee provided that they were financial members of Dogs Victoria for the whole of the previous financial year and that their membership renewal subscriptions have been paid not later than the date on which nominations close and that they are not in default under Rule 2.10.5 or Rule 2.11 on the date on which nominations close.

6.3.7.2 A person wishing to be a candidate at an election must before 4.00pm on the day nominations close deliver or cause to be delivered to the Returning Officer, a nomination form naming that person as a candidate at the election. Such form shall be completed in all detail and shall be on the prescribed form.

6.3.7.3 A personal profile form duly completed may be lodged with the nomination form, together with a photograph of the candidate and a statement which shall be published in accordance with Rule 2.59. The statement in relation to 'other relevant information' must not exceed 400 words.

6.3.7.4 Upon request the Returning Officer shall issue a receipt for a completed nomination form and profile.

6.3.8 Polling

6.3.8.1 At least twenty-one days before the poll closes the Returning Officer shall send by post, addressed to each voter: (Amended 15/12/21)

6.3.8.1.1 the ballot paper for the election, duly signed or initialled by the Returning Officer, the substitute Returning Officer or a Poll Clerk; and

6.3.8.1.2 a return-envelope bearing the Returning Officer's address.

6.3.8.2 an election shall not be invalidated by reason merely that ballot papers have been irregularly forwarded to persons who are not entitled to vote or have been omitted to be sent to members who have registered to vote, unless in the opinion of the Returning Officer the irregularity or omission may have affected the result of the election.

6.3.9 Return of Ballot Papers

The completion and return of ballot papers shall be in accordance with the instructions forwarded with the ballot papers. Ballot papers completed and returned otherwise than in accordance with the instructions must not be counted. The decision of the Returning Officer as to the validity or invalidity of any vote or ballot paper is final.

6.3.10 Issue of New Ballot Papers

If a voter gives to the Returning Officer a declaration to the effect that the voter has not received a ballot paper or that the ballot paper received has been lost, spoilt or destroyed, and that the voter has not already voted, the Returning Officer may issue a new ballot paper to that voter.

6.3.11 Scrutiny and Count

(15/12/10)As ballot paper envelopes are returned, the Returning Officer or Poll Clerk shall: (Amended 15/12/21)

6.3.11.1 produce unopened all envelopes containing ballot papers received up to the time of closing the poll; and

6.3.11.2 examine each envelope, and if it is properly completed and otherwise complies with the Rules and/or these Regulations, accept the vote for further scrutiny; and

6.3.11.3 if an envelope is not properly completed or otherwise does not comply with the Rules and/or these Regulations, reject the vote without opening the envelope; and

6.3.11.4 place the unrejected envelopes on a table so that the names and signatures of the voters are not visible; and

6.3.11.5 open each unrejected envelope, withdraw the ballot paper and deposit it in the ballot box; and

6.3.11.6 when all the ballot papers have been deposited in the ballot box, open the ballot box, withdraw the ballot papers and count the votes.

6.3.11.7 the envelope containing the ballot paper shall not contain more than that voter's ballot paper.

6.3.12 Adjournment of Scrutiny and Count

The Returning Officer may from time to time adjourn the scrutiny and/or count of votes to a day and hour fixed by the Returning Officer and notified to the scrutineers.

6.3.12.1 If a voter gives to the Returning Officer a declaration to the effect that the voter has not received a ballot paper and feels that they were entitled to be on the electoral roll, the Returning Officer must request entitlement check from Dogs Victoria and if voter deemed to be entitled RO may issue a new ballot paper to that voter. Unenrolled voters must be clearly identified. (15/12/21)

6.3.13 Voting System

The votes are required to be counted under Dogs Victoria prevailing voting system (Dogs Victoria Rule 2.41). The method to be used shall be in accordance with the provisions of the Local Government Act (2020) provided that this method does not conflict with Dogs Victoria Rules in which event Dogs Victoria Rules shall prevail. (Amended 15/12/21)

6.3.14 Recounts

A recount may be conducted at the discretion of the Returning Officer:

a) within seven days of being notified of the result of an election by the Returning Officer any candidate may, by request in writing addressed to the Returning Officer, request a recount setting forth the reasons
b) upon the Returning Officer's own motion, the Returning Officer may make a recount of the votes
c) noting that the Returning Officer may conduct one or more recounts
d) who will make reasonable efforts to notify candidates or their representatives before a recount is conducted. (Amended 15/12/21)

6.3.15 Eligibility to Vote - Electoral Roll

6.3.15.1 All ordinary, dual or life members as described in Rule 2.6 shall, subject to Rules 2.10 and 2.11 be eligible and entitled to vote.

6.3.15.2 Dogs Victoria Membership Roll of eligible ordinary, dual or life members shall, subject to Rules 2.10 and 2.11, comprise the Electoral Roll for voting purposes. The Electoral Roll will be supplied by the Chief Executive to the Returning Officer. Dogs Victoria prohibit release of, or recording detail of the Roll by any person. The Roll may only be inspected by a person to satisfy that person's inquiry as to correctness of the Electoral Roll. Such inspection shall take place by appointment at Dogs Victoria Office where a duplicate copy of the Electoral Roll will be kept.

6.3.16 Deleted (Amended 15/01/27, 15/03/24)

6.4 APPOINTED COMMITTEE REGULATIONS (Amended 15/06/24)

6.4.1 Title

These Regulations shall be cited as Dogs Victoria Appointed Committee Regulations.

6.4.2 Objective

The objective of these Regulations is to set out procedures for appointment to the Conformation, Flyball, Dances with Dogs, Earthdog and Sled Sports Committees of Dogs Victoria, pursuant to these Regulations.

6.4.3 Authorising Provisions

These Regulations are made under Clause 1.5.24 of the Constitution of Dogs Victoria.

6.4.4 The Committee**s** (Amended 15/06/24)

The Conformation and Sled Sports Committees to consist of up to twelve (12) persons and the Flyball, Dances with Dogs and Earthdog Committees to consist of up to six (6) persons appointed by

the Management Committee. Each committee shall elect a Chairperson and Deputy Chairperson from within its membership, for a term of two years.

6.4.5 Term of Office

The normal term of office shall be two years unless specified otherwise by Management Committee. Retiring members eligible for re-appointment subject to Rule 2.84.

6.4.6 (deleted 15/06/24)

6.4.6 Criteria for Appointment (Amended 15/06/24)

Any Ordinary, Dual or Life member as described in Rule 2.6 who has owned, trained and campaigned a dog to a title in the applicable activity, shall be eligible for appointment to a committee specified in Regulation 6.4.2. Eligible members will be invited through the Gazette or by Management Committee to express interest in appointment.

6.4.7 Casual Vacancy

In the event of a casual vacancy occurring, the Management Committee shall appoint a replacement.

6.5 THE AGILITY COMMITTEE ELECTION REGULATIONS

6.5.1 Title

These Regulations shall be cited as Dogs Victoria Agility Committee Election Regulations.

6.5.2 Objective

The objective of these Regulations is to set out procedures for election and appointment to the Agility Committee of Dogs Victoria.

6.5.3 Authorising Provisions

These Regulations are made under Clause 1.5.24 of the Constitution of Dogs Victoria.

6.5.4 Returning Officer

The Chief Executive or nominee shall act as Returning Officer.

6.5.5 The Committee

The Agility Committee shall consist of between five (5) and nine (9) elected persons. The Committee shall elect its own Chairperson and Deputy Chairperson from within the committee, annually. (Amended 15/08/24)

6.5.6 Term of Office

From 2006 onwards the normal term of office shall be two years, commencing from the first of August. Retiring members are eligible for re-election subject to Rule 2.84, except that a member may only serve for 6 consecutive years after which a retiring member may not stand for re-election for a period of two years.

6.5.7 Nominations

6.5.7.1 A person wishing to be a candidate at an Election must before twelve o'clock noon on the nomination day deliver or cause to be delivered to the Returning Officer, a nomination form naming that person as a candidate at the Election. Such form shall be completed in all detail and shall be on the prescribed form. Any person eligible to vote may propose or second a candidate.

6.5.7.2 A personal profile form duly completed may be lodged with the nomination form, such profile to consist of not more than 400 words. Should the statement exceed 400 words the excessive words will be deleted from the end of the statement. Where a profile is submitted, it will be supplied to members registered on the Agility Electoral Roll, with the dispatch of Ballot Papers.

6.5.8 Criteria for Nomination

6.5.8.1 Any Dogs Victoria member as described in Rule 2.6.1 who has trained and trialled a dog to an Agility Dog title and one pass to Agility Dog Excellent title within the previous 4 years shall be eligible to nominate for the Agility Committee, or

6.5.8.2 Any Dogs Victoria member as described in Rule 2.6.1 who has trialled a titled dog to an Agility Dog title and one pass to Agility Dog Excellent title, and is a bono fide competitor in Agility having competed in at least 20 Agility classes in the previous 4 years shall be eligible to nominate for the Agility Committee.

6.5.8.3 Eligible members will be invited through the Gazette to nominate for office.

6.5.9 Polling

6.5.9.1 At least fourteen days before the poll closes, the Returning Officer shall send by post, in an envelope addressed to each voter:

6.5.9.1.1 the Ballot paper for the Election, duly signed or initialled by the Returning Officer;

6.5.9.1.2 an envelope for the Ballot Paper, and a return envelope bearing the Returning Officer's address;

6.5.9.1.3 a profile of Candidates where applicable.

6.5.9.2 An election shall not be invalidated by reason that Ballot Papers have been forwarded to members not entitled to vote or have not been sent to members registered to vote, unless in the opinion of the Returning Officer this may have affected the result of the Election.

6.5.10 Eligibility to Vote

6.5.10.1 There shall be an Electoral Roll of voters. The Electoral Roll will be compiled by the Chief Executive or nominee through Dogs Victoria Gazette and having enrolled, a voter may vote for the discipline(s) for which the member is eligible according to that enrolment. Eligibility to vote must be certified as correct by the Chief Executive.

6.5.10.2 To be eligible to be placed on the Agility Electoral Roll voters must be Ordinary, Dual or Life members of Dogs Victoria and have been a bona fide participant in at least 10 Agility Trials in the past two years in any one or more of the following capacities – Competitor, Judge, Trial Secretary, Timer, Scribe.

6.5.11 Scrutineers

A candidate may nominate a Scrutineer. The nomination must be in writing addressed to the Chief Executive and must be received before the time the Ballot closes.

6.5.12 Return of Ballot Papers

The completion and return of ballot papers shall be in accordance with the instructions forwarded with the ballot papers. Ballot papers completed otherwise than in accordance with the instructions must not be counted. The decision of the Returning Officer as to validity or invalidity of any vote or Ballot Paper is final.

6.5.13 Issue of New Ballot Papers

If a voter gives to the Returning Officer a written declaration to the effect that the voter has not received a Ballot Paper or that the Ballot Paper received has been lost, spoilt or destroyed and that the voter has not already voted, the Returning Officer may issue a new Ballot Paper.

6.5.14 Scrutiny and Count

The scrutiny of the count will be based on Regulations for Management Committee Election.

6.5.15 Adjournment of Scrutiny and Count

The Returning Officer may from time to time adjourn the scrutiny and/or count of votes to a day and hour fixed by the Returning Officer.

6.5.16 Casual Vacancy

6.5.16.1 In the event of a casual vacancy occurring, within six months prior to the date on which the ballot closes for an election, the vacancy shall be filled at such election. If the original term still has two years to be completed then the successful candidate shall be elected for that period.

6.5.16.2 In the event of a casual vacancy occurring, more than six months before the date on which the ballot closes for an election, the Management Committee may appoint a committee member subject to Regulation 6.5.6, to hold office until the next agility committee election.

6.5.16.3 In the event that insufficient nominations are received to fill the vacant positions, Management Committee shall invite members participating in Agility as defined in these Regulations to nominate one eligible person for each vacant position. The Management Committee shall select from the nominations one person to fill each position and selected person/s shall see out the duration of the original term/s.

6.5.17 Voting System

The votes are to be counted under the Proportional Representation Voting System.

6.5.18 Recounts

Within seven days of being notified of the result of an election any candidate may by request in writing addressed to the Returning Officer, request a recount setting forth the reasons or upon the Returning Officer's own motion, the Returning Officer may make a recount of the votes.

6.5.19 Timetable for Elections

The following timetable for the Election will apply:-

April Gazette	Agility Committee Election Regulations published.
May & June Gazettes	Enrolment for Electoral Roll announcement and nominations called for
June date to be set	Electoral Roll and nominations close at 12 noon
July date to be set	Ballot Papers and profiles dispatched to persons on the Electoral Roll
July date to be set	Ballot Closes at 4.00 p.m.
August Gazette	Result of Election published

6.6 OBEDIENCE, TRACKING AND ENDURANCE COMMITTEE ELECTION REGULATIONS

6.6.1 Title

These Regulations shall be cited as Dogs Victoria Obedience, Tracking and Endurance Committee Election Regulations.

6.6.2 Objective

The objective of these Regulations is to set out procedures for election and appointment to the Obedience, Tracking and Endurance Committee of Dogs Victoria.

6.6.3 Authorising Provisions

These Regulations are made under Clause 1.5.24 of the Constitution of Dogs Victoria.

6.6.4 Returning Officer

The Chief Executive or nominee shall act as Returning Officer, and shall not be a candidate in the election.

6.6.5 The Committee

(15/08/10) The Obedience, Tracking and Endurance Committee shall consist of seven (7) elected persons. The Committee may elect its own Chairperson, and Deputy Chairperson, from within the committee, annually.

6.6.6 Term of Office

The normal term of office for elected members shall be four years, commencing from first August, with retiring members eligible for re-election, subject to Rule 2.84.

6.6.7 Nominations

6.6.7.1 A person wishing to be a candidate at an Election must before twelve o'clock noon on the nomination day deliver or cause to be delivered to the Returning Officer, a nomination form naming that person as a candidate at the Election. Such form shall be completed in all detail and shall be on the prescribed form. Any person eligible to vote may propose or second a candidate.

6.6.7.2 A personal profile form duly completed may be lodged with the nomination form, such profile to consist of not more than 400 words. Should the statement exceed 400 words the excessive words will be deleted from the end of the statement. Where a profile is submitted, it will be supplied to members registered on the Obedience, Tracking and Endurance Electoral Roll, with the dispatch of Ballot Papers.

6.6.8 Criteria for Nomination

Any Dogs Victoria member as described in Rule 2.6.1 who has owned, trained and trialled a dog to a title in Obedience or Tracking activity shall be eligible to nominate for the Obedience, Tracking and Endurance Committee. Eligible members will be invited through the Gazette to nominate for office.

6.6.9 Polling

6.6.9.1 At least fourteen days before the poll closes, the Returning Officer shall send by post, in an envelope addressed to each voter:

6.6.9.1.1 the Ballot paper for the Election, duly signed or initialled by the Returning Officer;

6.6.9.1.2 an envelope for the Ballot Paper, and a return envelope bearing the Returning Officer's address;

6.6.9.1.3 a profile of Candidates where applicable.

6.6.9.2 An election shall not be invalidated by reason that Ballot Papers have been forwarded to members not entitled to vote or have not been sent to members registered to vote, unless in the opinion of the Returning Officer this may have affected the result of the Election.

6.6.10 Eligibility to Vote

6.6.10.1 There shall be an Electoral Roll of voters. The Electoral Roll will be compiled by the Chief Executive or nominee through Dogs Victoria Gazette and having enrolled, a voter may vote for the discipline(s) for which the member is eligible according to that enrolment. Eligibility to vote must be certified as correct by the Chief Executive.

6.6.10.2 To be eligible to be placed on the Obedience, Tracking and Endurance Electoral Roll voters must be Ordinary, Dual or Life members of Dogs Victoria and have trained and trialled a dog to at least one pass towards a title in Obedience or Tracking, or have within the last 5 years been active in stewarding, judging, instructing or the active administration of Obedience, Tracking or Endurance trials/tests.

6.6.11 Scrutineers

A candidate may nominate a Scrutineer. The nomination must be in writing addressed to the Chief Executive and must be received before the time the Ballot closes.

6.6.12 Return of Ballot Papers

The completion and return of ballot papers shall be in accordance with the instructions forwarded with the ballot papers. Ballot papers completed otherwise than in accordance with the instructions must not be counted. The decision of the Returning Officer as to validity or invalidity of any vote or Ballot Paper is final.

6.6.13 Issue of New Ballot Papers

If a voter gives to the Returning Officer a written declaration to the effect that the voter has not received a Ballot Paper or that the Ballot Paper received has been lost, spoilt or destroyed and that the voter has not already voted, the Returning Officer may issue a new Ballot Paper.

6.6.14 Scrutiny and Count

The scrutiny of the count will be based on Regulations for Management Committee Election.

6.6.15 Adjournment of Scrutiny and Count

The Returning Officer may from time to time adjourn the scrutiny and/or count of votes to a day and hour fixed by the Returning Officer.

6.6.16 Casual Vacancy

6.6.16.1 In the event of a casual vacancy occurring, within six months prior to the date on which the ballot closes for an election, the vacancy shall be filled at such election. If the original term still has two years to be completed then the successful candidate shall be elected for that period.

6.6.16.2 In the event of a casual vacancy occurring, more than six months before the date on which the ballot closes for an election, the Management Committee shall invite members participating in Obedience, Tracking and Endurance as defined in these Regulations to nominate for each vacant position. The OTEC will review the suitability of the nominees, and make recommendations to the Management Committee. The Management Committee shall approve any appointments and the selected person/s shall see out the duration of the original term/s. (15/02/16)

6.6.16.3 Reserve. (15/02/16)

6.6.17 Voting System

The votes are required to be counted under the Proportional Representation Voting System.

6.6.18 Recounts

Within seven days of being notified of the result of an election any candidate may by request in writing addressed to the Returning Officer, request a recount setting forth the reasons or upon the Returning Officer's own motion, the Returning Officer may make a recount of the votes.

6.6.19 Timetable for Elections

The following timetable for the Election will apply:-

April Gazette	Obedience, Tracking and Endurance Committee Election Regulations published.
May & June Gazettes	Enrolment for Electoral Roll announcement and nominations called for
June date to be set	Electoral Roll and nominations close at 12 noon
July date to be set	Ballot Papers and profiles dispatched to persons on the Electoral Roll
July date to be set	Ballot Closes at 4.00 p.m.
August Gazette	Result of Election published

6.7 RETRIEVING AND FIELD TRIAL COMMITTEE ELECTION REGULATIONS

6.7.1 Title

These Regulations shall be cited as Dogs Victoria Retrieving and Field Trial Committee Election Regulations.

6.7.2 Objective

The objective of these Regulations is to set out procedures for election and appointment to the Retrieving and Field Trial Committee of Dogs Victoria.

6.7.3 Authorising Provisions

These Regulations are made under Clause 1.5.24 of the Constitution of Dogs Victoria.

6.7.4 Returning Officer

The Chief Executive or nominee shall act as Returning Officer.

6.7.5 Reserved

6.7.6 The Committee

The Committee to consist of 10 elected persons, with the following representation to the respective disciplines, i.e.

Retrieving discipline	- four elected
Pointer and Setter discipline	- two elected
Spaniel and Retriever discipline	- two elected
Utility Gundog discipline	- two elected

The committee may elect a Chairperson and a Deputy Chairperson, from within the committee, annually.

6.7.7 Term of Office

The normal term of office for elected members shall be four years commencing on 1st August with retiring members eligible for re-election subject to Rule 2.84.

6.7.8 Nominations

6.7.8.1 A person wishing to be a candidate at an Election must before twelve o'clock noon on the nomination day deliver or cause to be delivered to the Returning Officer, a nomination form naming that person as a candidate at the Election. Such form shall be completed in all detail and shall be on the prescribed form. Any person eligible to vote may propose or second a candidate.

6.7.8.2 A personal profile form duly completed may be lodged with the nomination form, such profile to consist of not more than 400 words. Should the statement exceed 400 words the excessive words will be deleted from the end of the statement. Where a profile is submitted, it will be supplied to members registered on the Retrieving and Field Trial Electoral Roll, with dispatch of Ballot Papers.

6.7.9 Criteria for Nomination

Any Dogs Victoria member as described in Rule 2.6.1 who has for the last two years demonstrated support for the Rules and Regulations and Codes of Practice set out by Dogs Victoria, and has been one or more of the following:

- a competitor in Field and/or Retrieving events;
- connected with Trials as a Judge, Steward or Manager;
- attended at least one lecture and at least one field training day for the respective disciplines in the last two years;

shall be eligible to nominate for one position of the RAFT Committee.

A candidate may nominate to represent one only discipline at any one Election, and must be enrolled on one or more of the Electoral Rolls for the Retrieving and Field Trial Committee Election. Eligible members will be invited through the Gazette to nominate for office.

6.7.10 Polling

6.7.10.1 At least fourteen days before the poll closes, the Returning Officer shall send by post, in an envelope addressed to each voter:

6.7.10.1.1 the Ballot paper for the Election, duly signed or initialled by the Returning Officer or nominee;

6.7.10.1.2 an envelope for the Ballot Paper, and a return envelope bearing the Returning Officer's address;

6.7.10.1.3 a profile of Candidates where applicable.

6.7.10.2 An election shall not be invalidated by reason that Ballot Papers have been forwarded to members not entitled to vote or have not been sent to members registered to vote, unless in the opinion of the Returning Officer this may have affected the result of the Election.

6.7.11 Eligibility to Vote

There shall be an Electoral Roll of voters for each discipline. To be eligible to be placed on the Electoral Roll voters must be Ordinary, Dual or Life members of Dogs Victoria who have within the last two years been one or more of the following:

- a competitor in field and/or retrieving events;
- connected with trials as a Judge, Steward or Manager, on a regular basis;
- attended at least one lecture and at least one field training day for the respective discipline.

Such a member must apply to be on the RAFT Electoral Roll which will be developed by Dogs Victoria through Dogs Victoria Magazine and having enrolled, a voter may vote for the discipline(s) for which he/she is eligible according to the enrolment.

Eligibility to vote under this Clause must be certified as correct by the Chief Executive.

6.7.12 Scrutineers

A candidate may nominate a Scrutineer. The nomination must be in writing addressed to the Chief Executive and must be received before the time the Ballot closes.

6.7.13 Return of Ballot Papers

The completion and return of ballot papers shall be in accordance with the instructions forwarded with the ballot papers. Ballot papers completed otherwise than in accordance with the instructions must not be counted. The decision of the Returning Officer as to validity or invalidity of any vote or Ballot Paper is final.

6.7.14 Issue of New Ballot Papers

If a voter gives to the Returning Officer a declaration to the effect that the voter has not received a Ballot Paper or that the Ballot Paper received has been lost, spoilt or destroyed and that the voter has not already voted, the Returning Officer may issue a new Ballot Paper to that voter.

6.7.15 Scrutiny and Count

The scrutiny of the count will be based on Regulations for Management Committee Election Regulations.

6.7.16 Adjournment of Scrutiny and Count

The Returning Officer may from time to time adjourn the scrutiny and/or count of votes to a day and hour fixed by the Returning Officer.

6.7.17 Casual Vacancy

6.7.17.1 In the event of a casual vacancy occurring, within six months of the date on which the ballot closes for an election, the vacancy shall be filled at such election. If the original term still has two years to be completed then the successful candidate shall be elected for that period and shall be the second or third candidate elected, depending on the required number to be elected within the discipline.

6.7.17.2 In the event of a casual vacancy occurring, more than six months before the date on which the ballot closes for an election, then the Management Committee shall invite each Club participating in that particular discipline to nominate one (1) person for the vacant position. The Management Committee shall select from the nominations one (1) person to fill the position and the successful candidate shall see out duration of the original term.

6.7.18 Voting System

The votes are to be counted under the Proportional Representation Voting System.

6.7.19 Recounts

Within seven days of being notified of the result of an election any candidate may by request in writing addressed to the Returning Officer, setting forth the reasons or upon the Returning Officer's own motion, the Returning Officer may make a recount of the votes.

6.7.20 Timetable for Elections

The following timetable for the Election will apply: -

April Gazette	Retrieving and Field Trial Committee Election Regulations published.
May & June Gazettes	Enrolment for Electoral Roll announcement and nominations called for
June date to be set	Both Electoral Roll and nominations close at 12 noon
July date to be set	Ballot Papers and profiles despatched to persons on the Electoral Roll
July date to be set	Ballot Closes at 4.00 p.m.
August Gazette	Result of Election published

6.8 THE HERDING COMMITTEE ELECTION REGULATIONS

6.8.1 Title

These Regulations shall be cited as Dogs Victoria Herding Committee Regulations.

6.8.2 Objective

The objective of these Regulations is to set out procedures for election and appointment to the Herding Committee of Dogs Victoria.

6.8.3 Authorising Provisions

These Regulations are made under Clause 1.5.24 of the Constitution of Dogs Victoria.

6.8.4 Returning Officer

The Chief Executive or nominee shall act as Returning Officer, and shall not be a candidate in the election.

6.8.5 The Committee

The Herding Committee shall consist of six (6) elected persons. The Committee may elect its own Chairperson, and Deputy Chairperson, from within the committee, annually.

6.8.6 Term of Office

The normal term of office for elected members shall be four years, commencing from the first of August. Retiring members are eligible for re-election. There shall be bi-annual elections for half the Committee. The bi-annual (2016) election will be determined by the electoral process and result of the 2014 election as approved by Management Committee.

6.8.7 Nominations

6.8.7.1 A person wishing to be a candidate at an Election must before twelve o'clock noon on the nomination day deliver or cause to be delivered to the Returning Officer, a nomination form naming that person as a candidate at the Election. Such form shall be completed in all detail and shall be on the prescribed form. Any person eligible to vote may propose or second a candidate.

6.8.7.2 A personal profile form duly completed may be lodged with the nomination form, such profile to consist of not more than 400 words. Should the statement exceed 400 words the excessive words will be deleted from the end of the statement. Where a profile is submitted, it will be supplied to members registered on the Herding Electoral Roll, with the dispatch of Ballot Papers.

6.8.8 Criteria for Nomination

Any Dogs Victoria Ordinary, Dual or Life member as described in Dogs Victoria Rule 2.6.1 to 2.6.3 who has trained and trialled a dog to a Started title, or has competed in at least five trials over the previous two years shall be eligible to nominate for the Herding Committee. Eligible members will be invited through Dogs Victoria Gazette to nominate for office.

6.8.9 Polling

6.8.9.1 At least fourteen days before the poll closes, the Returning Officer shall send by post, in an envelope addressed to each voter:

6.8.9.1.1 the Ballot paper for the Election, duly signed or initialled by the Returning Officer;

6.8.9.1.2 an envelope for the Ballot Paper;

6.8.9.1.3 a return envelope bearing the Returning Officer's address;

6.8.9.1.4 a profile of Candidates where applicable.

6.8.9.2 An election shall not be invalidated by reason that Ballot Papers have been forwarded to members not entitled to vote or have not been sent to members registered to vote, unless in the opinion of the Returning Officer this may have affected the result of the Election.

6.8.10 Eligibility to Vote

6.8.10.1 There shall be an Electoral Roll of voters. The Electoral Roll will be compiled by the Chief Executive or nominee through Dogs Victoria Gazette and having enrolled, a voter may vote

for the discipline(s) for which the member is eligible according to that enrolment. Eligibility to vote must be certified as correct by the Chief Executive.

6.8.10.2 To be eligible to be placed on the Herding Electoral Roll voters must be Ordinary, Dual or Life members of Dogs Victoria and have trained and trialled a dog to a Started title, or have been a bona fide participant in at least five trials in the previous two years in any one or more of the following capacities – Competitor, Judge, Trial Secretary, Stock Handler, Scribe.

6.8.11 Scrutineers

A candidate may nominate a Scrutineer. The nomination must be in writing addressed to the Chief Executive and must be received before the time the Ballot closes.

6.8.12 Return of Ballot Papers

The completion and return of ballot papers shall be in accordance with the instructions forwarded with the ballot papers. Ballot papers completed otherwise than in accordance with the instructions must not be counted. The decision of the Returning Officer as to validity or invalidity of any vote or Ballot Paper is final.

6.8.13 Issue of New Ballot Papers

If a voter gives to the Returning Officer a written declaration to the effect that the voter has not received a Ballot Paper or that the Ballot Paper received has been lost, spoilt or destroyed and that the voter has not already voted, the Returning Officer may issue a new Ballot Paper.

6.8.14 Scrutiny and Count

The scrutiny of the count will be based on Regulations for Management Committee Election.

6.8.15 Adjournment of Scrutiny and Count

The Returning Officer may from time to time adjourn the scrutiny and/or count of votes to a day and hour fixed by the Returning Officer.

6.8.16 Casual Vacancy

6.8.16.1 In the event of a casual vacancy occurring, within six months prior to the date on which the ballot closes for an election, the vacancy shall be filled at such election.

6.8.16.2 In the event of a casual vacancy occurring, more than six months before the date on which the ballot closes for an election, then the Management Committee shall invite members participating in Herding as defined in these Regulations to nominate for the vacant position. The Management Committee shall select from the nominations one person to fill the position, and the selected person shall see out the duration of the original term.

6.8.17 Voting System

The votes are to be counted under the Proportional Representation Voting System.

6.8.18 Recounts

Within seven days of being notified of the result of an election any candidate may by request in writing addressed to the Returning Officer, request a recount setting forth the reasons or upon the Returning Officer's own motion, the Returning Officer may make a recount of the votes.

6.8.19 Timetable for Elections

The following timetable for the Election will apply:-

April Gazette	Herding Committee Election Regulations published.
May & June Gazettes	Enrolment for Electoral Roll announcement and nominations called for
June date to be set	Electoral Roll and nominations close at 12 noon

July date to be set	Ballot Papers and profiles dispatched to persons on the Electoral Roll
July date to be set	Ballot Closes at 4.00 p.m.
August Gazette	Result of Election published

6.9 SCENT WORK COMMITTEE ELECTION REGULATIONS (15/06/26)

6.9.1 Title

These Regulations shall be cited as the VCA Scent Work Committee Election Regulations.

6.9.2 Objective

The objective of these Regulations is to set out procedures for election and appointment to the Scent Work Committee of the VCA.

6.9.3 Authorising Provisions

These Regulations are made under Clause 1.5.24 of the Constitution of the VCA.

6.9.4 Returning Officer

The Chief Executive or nominee shall act as Returning Officer and shall not be a candidate in the election.

6.9.5 The Committee

The Scent Work Committee shall consist of seven (7) elected persons. The Committee shall elect its own Chairperson, and Deputy Chairperson, from within the committee, bi-annually.

6.9.6 Term of Office

The normal term of office for elected members shall be four years, commencing from first August, with retiring members eligible for re-election, subject to Rule 2.84. There shall be bi-annual elections for approximately half of the committee with the first election held in 2026 at which four (4) positions will be subject to election.

6.9.7 Nominations

6.9.7.1 A person wishing to be a candidate at an Election must before twelve o'clock noon on the nomination day delivers or cause to be delivered to the Returning Officer, a nomination form naming that person as a candidate at the Election. Such form shall be completed in all detail and shall be on the prescribed form. Any person eligible to vote may propose or second a candidate.

6.9.7.2 A personal profile form duly completed may be lodged with the nomination form, such profile to consist of not more than 400 words. Should the statement exceed 400 words the excessive words will be deleted from the end of the statement. Where a profile is submitted, it will be supplied to members registered on the Scent Work Electoral Roll, with the dispatch of Ballot Papers.

6.9.8 Criteria for Nomination

Any VCA member as described in Rule 2.6.1 who has owned, trained and trialled a dog to a title in Scent Work shall be eligible to nominate for the Scent Work Committee. Eligible members will be invited through the Gazette to nominate for office.

6.9.9 Polling

6.9.9.1 At least fourteen days before the poll closes, the Returning Officer shall send by post, in an envelope addressed to each voter:

6.9.9.1.1 The Ballot paper for the Election, duly signed or initialled by the Returning Officer;

6.9.9.1.2 An envelope for the Ballot Paper, and a return envelope bearing the Returning Officer's address; and

6.9.9.1.3 A profile of Candidates where applicable.

6.9.9.2 An election shall not be invalidated by reason that Ballot Papers have been forwarded to members not entitled to vote or have not been sent to members registered to vote, unless in the opinion of the Returning Officer this may have affected the result of the Election.

6.9.9.3 As an alternative to the procedure specified in 6.9.9.1, the Returning Officer may determine that voting may be conducted by electronic means while ensuring both the anonymity of voters and the integrity of the electoral process. If electronic voting is used, all electoral material including Candidate Profiles may be distributed by email.

6.9.9.4 If an election is conducted using electronic voting, the Returning Officer must provide a physical ballot paper and return envelope, on request, to any eligible voter who is either unable or unwilling to lodge their ballot electronically.

6.9.10 Eligibility to Vote

6.9.10.1 There shall be an Electoral Roll of voters. The Electoral Roll will be compiled by the Chief Executive or nominee through the VCA Gazette and having enrolled, a voter may vote for the discipline(s) for which the member is eligible according to that enrolment. Eligibility to vote must be certified as correct by the Chief Executive or nominee.

6.9.10.2 To be eligible to be placed on the Scent Work Electoral Roll voters must be Ordinary, Joint or Life members of the VCA and have trained and trialled a dog to at least one pass towards a title in Scent Work, or have within the last 5 years been active in stewarding, judging, instructing or the active administration of Scent Work trials.

6.9.11 Scrutineers

A candidate may nominate a Scrutineer. The nomination must be in writing addressed to the Returning Officer and must be received before the time the Ballot closes.

6.9.12 Return of Ballot Papers

The completion and return of ballot papers shall be in accordance with the instructions forwarded with the ballot papers. Ballot papers completed otherwise than in accordance with the instructions must not be counted. The decision of the Returning Officer as to validity or invalidity of any vote or Ballot Paper is final.

6.9.13 Issue of New Ballot Papers

If a voter gives to the Returning Officer a written declaration to the effect that the voter has not received a Ballot Paper or that the Ballot Paper received has been lost, spoilt or destroyed and that the voter has not already voted, the Returning Officer may issue a new Ballot Paper.

6.9.14 Scrutiny and Count

The scrutiny of the count will be based on Regulations for Management Committee Election.

6.9.15 Adjournment of Scrutiny and Count

The Returning Officer may from time to time adjourn the scrutiny and/or count of votes to a day and hour fixed by the Returning Officer.

6.9.16 Casual Vacancy

6.9.16.1 In the event of a casual vacancy occurring, within six months prior to the date on which the ballot closes for an election, the vacancy shall be filled at such election. If the original term still has two years to be completed, then the successful candidate shall be elected for that period.

6.9.16.2 In the event of a casual vacancy occurring, more than six months before the date on which the ballot closes for an election, the Management Committee shall invite members participating in Scent Work as defined in these Regulations to nominate for each vacant position. The Scent Work Committee will review the suitability of the nominees and make recommendations to the Management Committee. The Management Committee shall approve any appointments, and the selected person/s shall see out the duration of the original term/s.

6.9.17 Voting System

The votes must be counted under the system specified in Rule 2.41.

6.9.18 Recounts

Within seven days of being notified of the result of an election any candidate may by request in writing addressed to the Returning Officer, request a recount setting forth the reasons or upon the Returning Officer's own motion, the Returning Officer may make a recount of the votes.

6.9.19 Timetable for Elections

The following timetable for the Election will apply: -

April Gazette	Scent Work Committee Election Regulations published.
May & June Gazettes	Enrolment for Electoral Roll announcement and nominations called for
June date to be set	Electoral Roll and nominations close at 12 noon
July date to be set	Ballot Papers and profiles dispatched to persons on the Electoral Roll
July date to be set	Ballot Closes at 4.00 p.m.
August Gazette	Result of Election published

6.10 (deleted 15/06/24)

6.11 (deleted 15/06/24)

6.12 (deleted 15/06/24)