



POLICIES AND PROCEDURES FOR CHAPTERS OF LEARNING ENVIRONMENTS AUSTRALASIA

Election of Board and Office Bearers

1. Election of the Board

All Board members must be current members of Learning Environments Australasia. Nominations from the Chapter membership, shall be made in writing on the appropriate form and submitted to the Secretary prior to the Annual General Meeting.

2. Nominations of Chair-Elect

Nomination for the Chair-Elect shall be made in writing on the appropriate form and submitted to the Secretary and signed by not less than two members eligible to vote, accompanied by the nominee's written consent to serve if elected. The nominee must have served a minimum of two (2) years on Chapter Board.

3. Voting

Voting for the office of Chair-Elect and Members of the Board (if required) will be conducted at the Annual General Meeting. If election is necessary the meeting will appoint scrutineers.

The Secretary shall prepare a ballot form and issue the form to all members of the XXXX Chapter Learning Environments Australasia.

A member of XXXX Chapter Learning Environments Australasia who receives a ballot form and who is entitled to attend and cast a vote at the Annual General meeting may appoint a person whether or not a member of the XXXX Chapter Learning Environments Australasia as the member's proxy to attend and vote for that member at the Annual General Meeting.

An instrument appointing a proxy shall be in a form provided with the Ballot paper by the Secretary.

4. Majority

A nominee shall be elected if he/she receives a simple majority of the votes cast. If tied, the Chair will vote.

5. Appointment of Council Board and Regional Representatives

At the first meeting of the Board, the Secretary, Treasurer, and 2 members for Regional Council (all two year terms) will be appointed.