



University of Melbourne IEEE Student Branch

Bylaws

Abstract

This document specifies the Bylaws of the University of Melbourne Student Branch, established in 2002.

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Revision History

Revision	Description	Author
0.1 (2002-09-17)	Initial skeleton	John Papandriopoulos
0.2 (2003-02-15)	Faculty/Staff assoc. m/ship, Election Bylaws added	John Papandriopoulos
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0.4 (2004-09-xx)	Reorganized election process; added preamble as Article I; deleted Article II (content moved to preamble).	Jolyon White

Article I – Preamble

- Sec. 1 Purpose. This document specifies the Bylaws of the University of Melbourne IEEE Student Branch (The Branch).
- Sec. 2 Authority. The Branch Constitution (under Article VIII-Sec.1) empowers the Executive Committee of the Branch to adopt Bylaws governing the operation of the Branch.
- Sec. 3 Scope. These Bylaws are required to be consistent with the Branch Constitution. Any section of these Bylaws found to contradict the Branch Constitution shall be considered invalid and inapplicable.
- Sec. 4 Amendment. These Bylaws may be amended by a majority vote of the Executive Committee.

Article II – Election of Officers

- Sec. 1 This article specifies the process for election of the officers of the Branch. The offices to be elected are the Chair, the Vice Chair, the Treasurer and the Secretary, as specified by the Branch constitution. An election can be a general election or a by-election. An election shall take place at a General Meeting of the Branch membership, hereafter called an Election Meeting.
- Sec. 2 An election, whether a by-election or a general election, shall be conducted according to the following timetable:
- a) Nominating Committee and Returning Officer selected.
 - b) Call for nominations (lasting one week).
 - c) Election slate announced: two business days following the close of nominations.
 - d) Election meeting: one week following the announcement of the election slate.
- Sec. 3 A general election shall be held once every year. The call for nominations of each general election shall commence no later than the first Monday in December. The term of office for officers elected at a general election shall commence from the 1st January following the Election Meeting, and shall have a duration of twelve months.
- Sec. 4 By-elections.
- a) A by-election shall be held when a serving officer resigns on or before 31 August of a given year. If a serving officer resigns between 1 September and 30 November inclusive, the Executive Committee may appoint a successor. Should an officer take a temporary leave of absence of more than one (1) month but less than six (6) months, the Executive Committee may appoint an acting officer in a temporary capacity to fill that office until the original elected officer returns. Should an officer take a temporary leave of absence of more than six (6) months, the Executive Committee may ask for the officer's resignation and hold a by-election to elect a new officer to the position.
 - b) If a by-election is held it must commence within 20 business days of receipt of the officer's resignation and follow the timetable outlined in Sec. 2.

- c) The term of office of an officer elected at a by-election shall last from the date of the Election Meeting until 31 December of that year.
- d) Should another one or more officers resign between the date of receipt of the first's resignation and the commencement of the by-election, all such vacated offices may be put to election at the same by-election, regardless of the date of the subsequent resignations, at the discretion of the Executive Committee.

Sec. 5 A member in good standing is a student member of the IEEE who has fulfilled all current personal financial obligations to the IEEE and is well regarded by the membership.

- a) At any election meeting, a member, nominee, or officer may be challenged on their standing in the branch by any other member present not already found to not be of good standing.
- b) A challenge shall be resolved by a vote of all members present not already found to be not of good standing. A challenge shall be carried if it achieves a 2/3 majority of those in attendance who are eligible to vote.
- c) A challenged member shall be excluded from voting (either on motions, election of officers or challenges to members) for the remaining duration of the Election Meeting.
- d) A member once challenged and found to be of good standing may not be challenged again for the remainder of the Election Meeting.
- e) A member challenged and found to be not of good standing shall not be excluded from voting at any subsequent Election Meeting unless re-challenged at each such meeting.
- f) For the purposes of the Election Meeting, a member shall be considered to be of good standing until challenged and found to be otherwise.

Sec. 6 At each election, whether general or by-election, the Executive Committee must appoint a Nominating Committee and Returning Officer prior to the commencement of the election. The Nominating Committee shall consist of a minimum of two members in good standing. The Returning Officer must be a member in good standing.

The Returning Officer may not be a member of the Nominating Committee. No member of the serving Executive Committee may be a member of the Nominating Committee or the Returning Officer. No member of the Nominating Committee may be nominated for any office at the election they are overseeing; neither may the Returning Officer.

Sec. 7 The Nominating Committee is charged with the following:

- a) Acceptance of nominations for future Executive Committee positions.
- b) Determining whether all candidates are in good standing and aware of the responsibilities of the offices for which they have been nominated.
- c) Allowing nominees to withdraw from the slate before it is presented to the membership.
- d) Ensuring each candidate is nominated for at most one office. In the case where a candidate has been nominated for more than one office, the Nominating Committee shall determine which of the offices the candidate shall run for, through consultation with that candidate.

- e) Presenting a slate of candidates to the membership. This will be done in three ways, within two days after the close of nominations as per Sec. 2:
 - (i) A visible element of the branch website.
 - (ii) An e-mail distributed to all members who have subscribed to the branch's e-mailing lists.
 - (iii) The posting of a paper-copy on suitable notice boards within the main building of the Electrical and Electronic Engineering Department of The University of Melbourne.

Sec. 8 The Returning Officer is charged with the following:

- a) Collection of absentee votes, by close of business the day prior to the Election Meeting.
- b) Running the election during the Election Meeting by acting out the following:
 - (i) Announcing the procedure of the meeting to those present and answer any questions relating to the process before proceeding with the business of electing the officers of this branch.
 - (ii) Challenging anyone present who he/she believes is not a member in good standing, according to the provisions of Sec. 5.
 - (iii) Calling for anyone present not already found to be not of good standing to challenge anyone else present who they believe not to be a member in good standing.
 - (iv) Ensure that Sec. 5d) is upheld.
 - (v) Reading out the name of each absentee voter. This must occur prior to the vote. If the person so-named is present at the Election Meeting, then that person's absentee ballot shall be discarded and that person may vote in person. If the person so-named is not present then a challenge may be made by the Returning Officer and/or members present not already found to be not of good standing. If the challenge is upheld then that absentee ballot will be discarded.
 - (vi) Announcing the election slate. As the names are read, a challenge may be initiated by any member in good standing present who considers the nominee not a member in good standing, or not qualified for the position. If the challenge is successful then that nominee will not be permitted to stand for election and shall be struck off the ballot papers.
 - (vii) Election will take place, in the order of office: office of the Chairman, Vice-Chairman, Secretary and Treasurer. In the event of a by-election of more than one office, the order shall remain the same with offices not being elected being omitted. If a member arrives at the Election Meeting after the ballot papers have been distributed to the members of the electorate, that person shall not be permitted to vote.
 - (viii) Prior to election of each office, further nominations from the floor will be invited. Only members present in good standing may issue a nomination. Nominees must be qualified members in good standing. Nominations need not be seconded. Any nomination may be challenged once by either the Returning Officer or members of the

electorate. Upon a two-thirds (2/3) concurrence by members present in good standing, that nominee will be added to the election slate and announced as such.

In the case where a candidate has been nominated for more than one office, the Returning Officer shall immediately determine which of the offices the candidate shall run for, through consultation with that candidate. In the situation where the candidate is out of contact, the position of highest precedence (as determined by the order in Sec. 8b)(vii) above) shall be selected by default.

- (ix) Moving a motion to close nominations once sufficient time has passed for all nominations to be made. From such time forth, those members present in good standing shall be referred to as members of the electorate.
- (x) Allowing each nominee to speak on their own behalf for a period not exceeding three (3) minutes. After each statement, members of the electorate may ask questions of the nominee, relating to the office being considered, for a period not exceeding two (2) minutes.
- (xi) Proceeding with the voting procedure if the election slate remains unchallenged using prepared paper ballots. On each paper ballot will appear each office (ordered as in Sec. 8b)(vii) above) and an associated list of candidates. The electorate shall mark their selections and return the ballots to the Returning Officer.

Where there is only one unopposed candidate for any office, that candidate shall be declared as elected to that office under consideration.

In such a case where the election slate has changed during the Election Meeting, the Returning Officer has choice of two voting methods:

- a vote by show of hands of the electorate, once the candidates have been excused from the meeting room;
 - through the use of new paper ballots.
- (xii) Collect each ballot paper and tally results. The votes (if any) of the candidates for each office shall not be counted. The results will be announced to the electorate immediately.
 - (xiii) The candidate receiving the largest number of votes will be elected.

In the case of a tie, further polling will occur immediately, involving only those tied candidates. If after a second tie, the Returning Officer may use a fair random method to select the successful candidate, only after the majority of the electorate agree. Such random methods may include a fair coin toss to select between two candidates or the throw of a die for more than two (once the mapping between possible random outcomes and candidates are determined in advance.)

- (xiv) After the election of each office has concluded, the procedure will be repeated for the next candidate, until the election of all elective offices has concluded.

c) Inform the IEEE headquarters of the election result.

Sec. 9 The handling of absentee ballots shall be as follows:

- a) The Nominating Committee shall ensure that blank absentee ballots are available at least one week before the Election Meeting. The ballots will include the names of candidates as determined by the slate, with a box next to each candidate's name. The ballot must include clear instructions that only one box should be marked for each office, corresponding to the voter's preferred choice for that office. A ballot which has more than one box marked for any given office shall be considered invalid and its contents disregarded for all offices.
- b) Each returned ballot must bear the name, signature and IEEE membership number of the voter, who must be a member in good standing. Each ballot must be dated at the time of signing.
- c) In the case of more than one ballot being received by the same member, the ballot marked with the most recent date shall be considered.
- d) The method of distribution and collection will not pose a significant burden on absentee voters.
- e) Ballots must be received by close of business, the day prior to the Election Meeting.
- f) The Nominating Committee shall inspect and return invalid ballots received to the sender, with an explanation of its unsuitability, to allow the sender to correct and re-submit their vote before the cut off deadline.
- g) The Nominating Committee shall add any write-in nominations to the election slate that is to be used during the Election Meeting. There is no requirement to advertise these write-in nominations prior to the Election Meeting.
- h) The Nominating Committee shall see that the Returning Officer is given all absentee ballots after the closing date, as in Sec. 9e).