

Election of EAPA-SA Board members

6.1. Term of office of elected members.

6.1.1 The elected members of the Board shall serve the Association for a minimum period of Three (3) consecutive years with effect from the date on which they have been elected to serve.

6.1.2. If the Board is dissolved in terms of 2.3.1 of the EAPA-SA Constitution, or when its term expires, the President, by proclamation must call and set dates for the election, which must be held within 90 days of the date the Board was dissolved or its term expired.

6.1.3. Should an elected member choose to resign from the Board, he/she must submit a letter of resignation to the incumbent President, who must accept or decline the resignation within the 30 days of receipt.

6.1.4. The President may nominate an existing Board member or co-opt someone to fulfil the functions of a vacant position on the Board until such time that elections are held.

6.2. Electoral proceedings

6.2.1. Nomination Criteria

6.2.1.1. Nominators should be a registered EAPA-SA member.

6.2.1.2. Nominees should comply to the following, namely:

- (a) should be a registered EAPA-SA member for at least 2 years;
- (b) should be actively involved in Chapter activities (e.g. attending Chapter meetings);
- (c) should be suitably qualified as a professional in the field of employee assistance and/or wellness or related field; Should it come to light that any Board member duly elected to serve on the EAPA-SA Board does not meet any of the criteria stated above, the Board reserves the right to dismiss such an individual from the Board.

6.2.2. Nomination period and process

6.2.2.1. The nomination process shall commence one hundred and fifty (150) days (six months) prior to the Annual General Meeting earmarked for the election of new board members and the process shall remain open for a period not exceeding 90 (3 months), unless for reasons as stated in Bylaws.

6.2.2.2. The nomination period shall remain open for the period not exceeding 137 calendar days from the day of commencement and no further nominations shall be accepted thereafter, unless for reasons as stated in paragraph 5.2.4.2 of the Bylaws.

6.2.2.3. The nominations shall be done through submission of an official nomination form referred.

6.2.2.4. Duly completed nomination forms can be submitted to Electoral Officer or designated official by either post, e-mail, fax, online facility (if provided for) and or by placing it a provided ballot box mannered by Electoral Officer or the designated official during the conference.

6.2.2.5. No individual member shall be allowed to submit more than one nomination.

6.2.2.6. The number of nominees required to fill existing vacancies is determined according to the number of portfolios available.

6.2.2.7. The list of nominated candidates to serve in the board shall be finalised and released within sixty (60) calendar days after the closing day for nominations but not later than April 30th.

6.2.2.8. The list nominees will be published on the EAPA-SA website and will also be released to registered members through their respective chapters. Where practically possible the, list of nominated candidates will remain actively published in the EAPA-SA website for period not lesser than 158 calendar days from the first day it was released.

6.2.2.9. Withdrawal from the contest by any nominated candidate shall be submitted to the Electoral Officer in writing and will be replaced by the next qualifying nominee.

6.2.3. Rejection of nominations

6.2.3.1. The President in consultation with the President-elect may reject any nomination, should such a nominated candidate fail to meet the criteria as stipulated in item 6.2.1. of this document.

6.2.3.2. Nomination forms not duly completed or not submitted on time will be rejected.

6.2.3.3. Nominated candidates who fail or refuse to accept their nomination in writing will have their nominations nullified.

6.2.4. Remedies for nominations

6.2.4.1. In the case whereby a nominated candidate withdraws from the contest either through reasons as stipulated and indicated in item 6.2.3. or any other reasons that will be deemed acceptable at that time, the candidate with second highest nominations will be allowed into the contest.

6.2.4.2. Nominations may be reopened when;

- (a) the required number of nominations are not received, thereby allowing more time for additional nominations to be submitted,
- (b) a vote of no confidence is passed against a certain candidate(s); and
- (c) any combination of the aforementioned situations.

6.2.5. Counting of the nomination forms

6.2.5.1. Nominations forms will be counted manually by the Chief Electoral Officer, the electoral officers and the outgoing president.

6.2.6. Ballot paper

6.2.6.1. The ballot paper for voting shall be composed by the Chief Electoral Officer at least five (5) days prior to the date of the voting.

6.2.6.2. Distribution of the ballot papers will be conducted during the AGM as and when the relevant item on the agenda has been announced.

6.2.6.3. Number of ballot papers and votes per member.

- (a) Individual members will be issued with a maximum of one ballot paper.
- (b) EAP Service provider members will each receive a maximum of two ballot papers.
- (c) Each ballot paper issued may carry a maximum number of votes announced by the Chief electoral officer in line with the number of vacancies.

6.3. Voting

6.3.1. Voting for nominated candidates shall be done through the allocated ballot paper and not web, online or postal voting shall be provided for.

6.3.1.1. The voting shall take place in person during the Annual General Meeting at the EAPA-SA Conference.

6.3.2 E-Voting

6.3.2.1 The voting shall take place in person during the Annual General Meeting at the EAPA-SA Conference.

6.3.2.2 Provision will be made for hybrid voting (Manual and Electronic Voting)

6.3.2.3 The Electronic Voting system must be transparent and secure.

6.3.2.4 Members must be consulted for consent in the use of the electronic voting system during the Annual General Meeting.

6.3.2.5 Only members in good standing who have registered to attend the Eduweek and whose names appear on the AGM list will be eligible to vote in the voting room.

6.3.2.6 Only 8 votes are allowed per voter, choosing more than that will result in the votes being nullified.

6.3.2.7 The membership number will be the unique identifier for the voter

6.3.2.8 The membership number will be written on a white paper that can be stuck at the back of the name card to assist members who do not remember their membership number.

6.3.2.9 The link will become live on the new EAPA-SA app when voting is about to take place in the AGM room.

6.3.2.10 The button will only be available for the duration agreed upon during voting and should disappear immediately when voting ends.

6.3.2.11 The voting page can only be reached by clicking on the button from the app.

6.3.2.12 Each voter must submit the vote after completing the details

6.3.2.13 Each voter should receive the notification indicating the vote has been submitted.

6.3.2.14 An iPad will be made available in the room to assist voters who do not have smartphone to vote confidentially.

6.3.2.15 The validation process will be done by the President, President-Elect, and an independent third party.

6.3.2.16 Members who did not attend AGM and those voting twice will be flagged red during the validation process.

6.3.2.17 The results will be populated on a results page immediately after validation.

6.3.2. Counting of the ballot papers

6.3.2.1. Ballot papers will be counted manually by the Chief Electoral Officer, the electoral officers and the outgoing president.

6.3.2.2. The Chief Electoral Officer has the right to cast an additional vote in the event of a tie.

6.4. Announcement of elected board members

6.4.1. The newly elected board members shall be announced by the outgoing President at the President's gala dinner in alphabetical order.

6.4.2. All Elected Board members shall submit a portfolio of evidence to the President within thirty working (30) days from the date of the election detailing their involvement and experience in the field of Employee Assistance.

6.4.3. Newly elected board members are allocated portfolios at the first formerly constituted meeting of the EAPA-SA Board.

6.5. Election of the EAPA-SA President elect

6.5.1. The President-elect is elected during the first formally constituted meeting of the EAPA-SA Board through a secret ballot voting system.

6.5.2. Nominations for the position of President-elect are requested by the President and voting is done by ballot paper with the assistance of the Immediate Past President.

6.5.3. In the event of a tie, the President reserves the capacity to cast an additional vote.

6.5.4. The President-elect automatically becomes the President upon one of the following conditions:

6.5.4.1. On expiry of the term of office of the preceding president; or

6.5.4.2. Following the resignation of the preceding president; or

6.5.4.3. Following a vote of no-confidence in the President, by the majority of Board members at a formally constituted meeting.

6.6. Complaints

6.6.1. Any complaints by a member of EAPA-SA regarding the voting results of should be reported in writing to the Chief Electoral Officer as soon as possible, but not later than five working (5) days after the voting results have been announced.

6.6.2. Ballots determined to be invalid or spoiled can only be destroyed or be thrown away 5 days after the announcement of voting results.

6.6.3. The board shall pass a resolution for new time frames for the entire process of nominations, creation of ballots papers, voting and announcement of new board members in case of disruptions and or delays to the process caused by factors beyond the control of the board.

6.7. Code of Conduct

6.7.1. Electoral Officers, Nominators and all nominees shall abide by EAPA-SA Code of ethics, Constitution and the Bylaws.

6.7.2. Campaigning

6.7.2.1. Candidates shall not be allowed time to campaign during the conference as this might be deemed disruptive conduct. No campaigning materials containing the image and information about a particular candidate shall be allowed during the entire election process.

6.7.2.2. Candidates may not:

- (a) use e-mail or cell-phones to solicit votes from delegates; or
- (b) use bribes to provide financial or in-kind benefit as incentives for votes.

6.7.3. Electoral officers

6.7.3.1 The incumbent EAPA-SA President and President-Elect will act as key the electoral officers during the process of electing new EAPA-SA Board members.

6.7.4. Roles and Responsibilities of Electoral officers

6.7.4.1. The Chief Electoral Officer

- (a) The President-Elect will be the Chief Electoral Officer and is primarily responsible for the supervision during the election and ensuring that the election functions effectively and efficiently.
- (b) Furthermore, the Chief Electoral Officer will also be responsible for ensuring the orderly running of the counting process and ensuring that the outcome is tabled before the EAPA-SA President. It is the responsibility of the Chief Electoral Officer to resolve any matter that arises during the election process.

6.7.4.2. The Electoral Officers

- (a) The required number of Electoral officers will be nominated by the Chief Electoral Officer.
- (b) The main role of the Electoral Officers is to assist the Chief Electoral Officer in conducting the elections and assist in:
 - (c) the distribution and collection of ballot papers;
 - (d) guard and check the ballot boxes;

- (e) assist any member who may need help with regard to the election (e.g. incapacitated voters); and
- (f) escort the ballot boxes into the counting station.
- (g) The Chief Electoral Officer has the right to cast an additional vote in the event of a tie.