



Election of Deputy President Procedure

1. Calling for nominations

The **Chief Executive Officer** will call for nominations for the office of Deputy President. Nominations are to be made in writing to the **Chief Executive Officer** prior to the meeting or verbally at the meeting before. The **Chief Executive Officer** is to formally close nominations.

2. One candidate

If there is one candidate for the office of Deputy President, the **Chief Executive Officer** will declare the Councillor elected to the office of Deputy President.

3. More than one candidate

If there is more than one candidate for the office of Deputy President, the **Chief Executive Officer** will cause ballot papers to be prepared by placing the name of each candidate on the ballot paper, in alphabetical order by surname (e.g. BENTLEY, David and then SMITH, Christie). The **Chief Executive Officer** is to authenticate the ballot papers by initialling each ballot paper in the position allocated.

Candidates will be given up to five minutes to provide their vision for Deputy President to their fellow Elected Members.

Elected Members will then vote in an election for the office of Deputy President by secret ballot. Elected Members are to fill out their ballot paper in accordance with the instructions on the ballot paper and deposit their ballot paper in the ballot box.

When all Elected Members have voted, the **Chief Executive Officer** will oversee the tallying of votes.

Note that the election for Deputy President is required to be undertaken using the optional preferential voting method as required by reforms to the *Local Government Act 1995* in 2023.

4. Outcomes, more than one candidate for Deputy President.

If there is a candidate with a majority of votes after all preferences are distributed, the **Chief Executive Officer** will declare that person elected to the office of Deputy President.

If there is an equality of votes after preferences are distributed, the **Chief Executive Officer** will discontinue the election and the meeting will be adjourned. The **President** will reconvene the meeting at a later time.

5. Reconvening the meeting

The **President** will reconvene the meeting.

Nominations from the first election for the office of Deputy President still stand. The **Chief Executive Officer** will then ask if there are any withdrawals and / or new nominations for the office of Deputy President.

If there is one candidate for Deputy President at the close of this process, the **Chief Executive Officer** will declare that candidate elected to the office of Deputy President. If there is more than one candidate remaining, repeat steps 3 to 5. If there is another equality of votes as mentioned in step 4, go to step 6 and do not adjourn the meeting.

6 Outcomes on second attempt

If there is a candidate with a majority of votes after all preferences are distributed, the **Chief Executive Officer** will declare that person elected to the office of Deputy President.

If there is an equality of votes and a winner cannot be determined, the **Chief Executive Officer** will place a slip bearing the name of each candidate who had an equality of votes into its own opaque blue sphere and deposit those spheres into a container. The **Chief Executive Officer** will then draw one opaque blue sphere from the container. The **Chief Executive Officer** will declare the name drawn as elected to the office of Deputy President.

7. Declaration wording (to be read by Chief Executive Officer)

I hereby declare [name of candidate] elected to the office of Deputy President for the term commencing 22 October 2025 and expiring 16 October 2027.