



## **ELECTORAL REGULATIONS GOVERNING GOLF UNION OF WALES LIMITED – OFFICERS AND COUNCIL.**

WHEREAS paragraph 48 of the ARTICLES OF ASSOCIATION of GOLF UNION OF WALES LIMITED (GUW) provides that the Union may make such rules or bye laws as it may deem necessary or expedient or convenient for the proper conduct and management of the Union, and specifically, in respect of the election or appointment and terms in office of officers of the Union and members of its Council, it is hereby stated as follows: -

### **1. COUNCIL**

The Council shall be constituted as follows: -

1.1.1 **Nineteen representatives** who shall be nominated by the five voting districts in the manner set down in the electoral arrangements specified in the Articles of Association (or their substitutes or alternates, if appropriate).

1.1.2 The members of the Council appointed shall (subject to the provisions of the Articles of Association and these Regulations from time to time) hold office for three-year terms, and at the expiry of their first term in office shall be eligible for re-appointment for one further term of three years.

1.1.3 Any member of the Council appointed as aforementioned who withdraws or resigns from the Council before the end of his term in office may be replaced by a representative appointed from the same District appointed by the Board and ratified at the next Council meeting and such person appointed shall complete the period of office of the person whom he is replacing.

1.1.4 Voting arrangements for the election of Council members are set out in Appendix 1 to these regulations.

#### **1.2 The President**

The President shall be appointed by the Council from nominations proposed by the Board and approved by the Council at the first meeting of the Council in the Union's administrative year, in alternate years. The President shall be eligible to hold office for one term of two years and shall not be eligible for re-election. The minutes of the meetings of the Board and Council shall be the record of these appointments.

#### **1.3 The Chairman**

The Chairman shall be appointed by the Council from nominations proposed by the Board and approved by the Council at its the first meeting of the Council in the Union's administrative year, in alternate years. The Chairman shall hold office for one term of two years but shall be eligible for re-election for one further term of two years. The minutes of the meetings of the Board and Council shall be the record of these appointments.

#### **1.4 The Treasurer**

The Treasurer shall be nominated by the Council and elected each year by the members at the AGM of the GUW. The Treasurer shall be eligible for re-election.

1.4.1 Nomination and voting Arrangements

The nomination will be recorded in the minutes of the Council meeting and circulated to member clubs in the notice of the AGM. The election will be confirmed each year at the AGM by a show of hands.

- 1.5 Up to four co-opted members  
Appointed by the Council from nominations proposed by the Board and approved by Council to fulfil specific functions and/or to assume defined responsibilities as chair of any of the Committees. Following 1 March 2008, a member of the Council co-opted shall remain in office until the 28 February next following the date of his co-option, but shall be eligible to be re-appointed subject to a maximum total term of office as a Council member of six years.
- 1.6 Paragraphs 23-29 of the Articles of Association of G UW provides for the reckoning of time served on the Council in different capacities.

## **2. BOARD**

- 2.1 The Board shall be constituted as follows: -
- a) the President;
  - b) the Chairman;
  - c) the Treasurer;
  - d) the Chairs of each of the Committees who shall be nominated by the Officers and appointed by the Council.
- 2.2 All members of the Board shall take office at the commencement of the Union's administrative year.

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## **Appendix 1 – Procedural Arrangements**

- 1 The Council shall appoint a returning officer (who may be an employee of the G UW) to supervise the election.
- 2 Voting will be conducted by postal ballot. Nominations will be invited from member clubs and must be submitted by 30 November in each year. The Voting forms will be sent to member clubs by 15 December and the deadline for voting forms to be received at the G UW Office will be 1 February in the following year. The returned voting form MUST show the name of the member club, otherwise votes cast will be excluded from the vote.
- 3 The Voting electorate will be the member clubs of the Union and the weighted entitlement for each electoral vacancy will be recorded by the Union as follows:  
  
Up to 199 members – 1.  
200 – 399 members – 2.  
400 or more members - 3.
- 4 The Union will allocate the above multiple votes based on the level of properly paid up club members on the G UW's records at the time of the counting of votes.
- 5 Only one vote may be made for each candidate. The G UW will administer and record the weighted entitlement based on club membership size as shown at paragraph 3 of this Appendix.
- 6 In the event of an equal number of votes being cast for a candidate, lots will be drawn. Any drawing of lots will take place within 3 weeks of the counting of votes. The tied candidates will

be invited to attend the drawing of lots; if they do not wish to attend a proxy will be appointed. The returning officer and counting officers will supervise the drawing of lots

- 7 The G UW will circulate with the ballot papers one election address of not more than 200 words provided by any candidate. The election address must be sent to the G UW Office for the attention of the returning officer and received by 1 December in the year preceding the election.

#### Rules for Postal Ballot

- 8 The Returning Officer shall determine the date by which ballot papers shall be sent to the Members which date shall be not less than 3 weeks before the date on which the counting of votes will commence. The postal ballot shall not be conducted by Electronic Communication.
- 9 The Returning Officer shall issue to or ensure the issue to every Member at its last address (according to the G UW's records from time to time), and by the date determined under Article 14:
  - 9.1 a ballot paper; and
  - 9.2 an envelope capable of being sealed on which is printed or written "ballot paper" and addressed to the G UW. The envelope shall bear a postage stamp or other stamp or mark showing that the envelope may be returned to the G UW by post without direct cost to the member.
- 10 The name of each Member to whom a voting paper is sent shall be checked off or recorded in a list or other record of members.
- 11 Every Member who desires to vote must return his ballot paper by post to arrive at the address specified before the date on which the counting of votes is to commence, and the Returning Officer shall secure that such envelopes are placed unopened (as and when received) in a locked receptacle and are so retained until the time fixed for the counting of the votes.
- 12 The ballot shall be conducted so as to secure that the votes given in the ballot are fairly and accurately counted (any inaccuracy in counting being disregarded for the purposes of this regulation if it is accidental and on a scale which would not affect the result of the ballot).
- 13 The Returning Officer shall appoint 3 persons who are not members of the Council to be counting officers and, at the date and time appointed for the counting of votes, the counting officers shall supervise the destruction of any ballot papers which have not been used for voting, the opening of the envelopes and the counting of the votes.
- 14 As soon as practicable after the ballot the Returning Officer shall take such steps as are reasonably necessary to ensure that all persons entitled to vote in the ballot are informed of: -
  - 14.1 the number of votes cast;
  - 14.2 the number of votes rejected;
  - 14.3 the number of votes cast for each candidate.
- 15 The Returning Officer shall secure that the ballot papers which have been counted and those that have been rejected are respectively placed in sealed parcels which are then deposited in a secure place and kept so deposited for at least 12 months and that the lists or other records of members and for the ballot are also kept available for at least 12 months.

**Amended 15<sup>th</sup> April 2011**