

ELECTORAL BYE-LAW

1 Overview

1.1 This byelaw of the Irish Association of Social Workers is approved by the Board of the Company to regulate the process of elections to positions in the organisation in a fair and transparent manner.

1.2 The underpinning approach is to ensure clarity in the procedures which can be readily understood and accepted by members so as to achieve broad-based support for the integrity of our processes, to assist those aspiring to elected positions to understand what the procedures are and guide those responsible on how to oversee nominations and elections.

1.3 Any person who is considering being, or who is, a candidate cannot play any part in managing the processes set out below.

2 Nomination Process

2.1 Prior to the holding of any election at least **thirty-five days**' notice must be given by the person nominated by the Board to be the returning-officer to all members entitled to be, or to nominate, a candidate.

2.2 A nomination, on a standard nomination form (including CV & bio) must be received by the nominated returning-officer no later than **twenty-one days** prior to the date of the election. Nominations will close at the time specified in the notice and no late nominations will be accepted.

2.3 A nominee must be a current member and be qualified for any specific position as set out in the Constitution. Current Directors cannot nominate others as candidates for the position of Director.

2.4 In the event of 'voting on a poll' at a general meeting, the general meeting members shall appoint two tellers to count all votes at the general meeting.

3 Election Process

3.1 Where there is only one candidate for any position when nominations close that person shall be deemed to be automatically elected to that position.

3.2 Where there are two candidates for any position the candidate with the highest number of votes at the election shall be declared elected.

3.3 Where there are three or more candidates for any position rounds of voting will be held until such time as one of the candidates receives 50% plus one of the votes cast in any round. Where no candidate reaches the above threshold in any round of voting the candidate with the lowest number of votes will be eliminated and another round of voting will be held among the remaining candidates. This process will continue until the 50% plus one threshold is achieved by a candidate.

3.4 At any elimination point if there are two or more candidates with an equal number of votes their names will be drawn and the person whose name is drawn will be eliminated.

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3.5 Where there is only one candidate their election will be notified to those entitled to attend the meeting. A pack of information about the vacant position will be furnished to members in advance of the meeting.

3.6 Where there are more than two candidates their names together with their biography will be notified to those entitled to attend the meeting. A pack of information about the vacant position will go to members in advance of the meeting.

3.7 At any meeting where there is to be an election all candidates will be asked to make an un-interrupted presentation in support of their candidacy of no more than five minutes each.

3.8 A candidate may withdraw their name at any point by informing the returning officer or the chair of the meeting at any time after the close of nominations.

3.9 The process for electing Independent Directors is outlined in the Terms of Reference for the Elections, Nominations & Motions Committee.

The following are specific to the filling of positions as they relate to structures or specific positions within the Company.

4 Special Interest Groups

This byelaw does not apply to SIGs. In accordance with the SIG TOR's the election of the Chair and Secretary of all SIGs will be held at the SIG AGM.

5 Board

Filling of positions as directors of the Company will be in accordance with the Constitution and these byelaws.6. **Board Committees**

Filling of positions on the Board Committees will be in accordance with the Terms of Reference for the individual Board Committees and these byelaws.

In January of each year, the **Office Manager** will carry out the following tasks:

- Review the Board Committees register and identify members retiring from the committees
- Notify the Chairs of the Committees incl. members of the ENM Committee of the retirements
- Prepare recruitment materials incl. application form
- Launch recruitment campaign via IASW publications, website and social media
- Collate the applications
- ENM Committee to review & decide upon the applications
- Notify Committee Chairs of their new members and invite feedback
- Notify successful & unsuccessful applicants

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- Share relevant documents (incl. TORs) and meeting date(s) with the new committee members

7 Chairperson

This election process for the Chairperson will be in accordance with the Constitution and these byelaws.

8 Elections, Nominations & Motions Committee

The implementation of this byelaw will be overseen by the Elections, Nominations & Motions Committee.

Additional Notes

- (1) A maximum of seven directors shall be elected at the AGM and the Board shall have the power to appoint up to three non-members to be Independent Directors.
- (2) The Electoral Byelaw should be read in conjunction with the Terms of Reference for the Elections & Nominations Committee.

This Version was approved at the Board meeting of 11.11.2024

Superseding the version of: 19.06.23

Chairperson's Signature:



Date 11.11.24