

Election of National
Conference Delegates

Guidelines

As adopted by the
Administrative Committee

2 February 2018

National Conference Delegate Election Guidelines 2018

The 48th National Conference will be held on Thursday 26 July 2018 to Saturday 28 July 2018 at the Adelaide Convention Centre. The NSW Branch will be represented by a delegation of 107 members.

Each FEC is entitled to elect one delegate to the Conference. Pursuant to Rule M.9(d)(i), nominations are called for the election of one (1) delegate in each of the 47 FECs. The timeline is as follows:

Nominations open:	12pm, Friday, 2 February 2018
Nominations close:	5pm, Monday 12 February 2018
Ballot draw (if required):	9am, Wednesday 14 February 2018
Challenges close:	5pm, Thursday 15 February 2018
Ballot (if required):	12pm, Monday 26 February 2018 - 5pm, Monday 19 March 2018
Nomination Fee:	\$100

Members with one year continuous financial membership immediately prior to the date of calling of nominations will be eligible to vote for their FEC delegate to conference. Note, members have until 31 March 2018 to renew their membership for 2018, and will still be eligible to vote if they have not yet renewed their membership for 2018.

A nomination fee has been introduced to both subsidise the cost of providing transport to delegates travelling to Adelaide as well as recoup a portion of the costs of conducting online and postal ballots in 47 electorates. The Party Officers can grant dispensation for the nomination fee in circumstances of hardship.

The following guidelines have been adopted by the Administrative Committee. Candidates must adhere to the rules and guidelines to ensure fairness and uniformity. These guidelines should be used in conjunction with the NSW Labor Party Rules.

Candidates can get in contact by calling the Returning Officer or their delegate on 0475 137 367 or by emailing yoursay@nswlabor.org.au

1. ELECTION OF DELEGATE

- 1.1 Each FEC shall elect one (1) delegate
- 1.2 Where a ballot is required, it will be conducted by the General Returning Officer or a person to whom they delegate the responsibility. The person to whom they delegate need not be a person specified in Party Rule M.8(b).
- 1.3 For the purpose of a ballot, where nominations are called between 1 November of the previous year and 31 March of the current year, 'unfinancial 1' members will be eligible to participate in the ballot as if they were a financial member.

2. NOMINATIONS

- 2.1 Nominations will close no sooner than seven days after they opened.
- 2.2 Any financial member residing in the electorate will be eligible to nominate.
- 2.3 Nominations must be made in writing and signed by the candidate and five members of the Party who live in the electorate who nominate and second the nomination of the candidate.
- 2.4 Nominations must be made on the Official Nomination Form as provided by the Party Office.
- 2.5 Candidates can accompany their nominations with a 200 word candidate biography and photo of the candidate. Failure to provide these details will not preclude a candidate from being eligible to contest the ballot.
- 2.6 Biographies and photos of candidates will be made available on the 'Your Say' website as soon as practicable after the time of nominations.
- 2.7 Nominations must be accompanied by a \$100 fee payable in cash, cheque or credit card at the time of nomination.
- 2.8 The Party Officers may grant dispensation for the nomination fee in circumstances of hardship.
- 2.9 Nominations will be accepted by the General Returning Officer (or their delegate) at Party Office or via email at yoursay@nswlabor.org.au

- 2.10 Validity of nominations will be determined by the General Returning Officer. Any dispute of the decision of the General Returning Officer is to be determined in line with Party Rule A.35.
- 2.11 At the close of nominations the General Returning Officer (or their delegate) will advise candidates on whether their nominations have been accepted or rejected.

3. BALLOT DRAW

- 3.1 The order of the names of candidates to appear on the ballot paper will be determined by lot.
- 3.2 Candidates are entitled to appoint a scrutineer to attend the drawing of the lot. An appointment of a scrutineer must be made in writing and either emailed to yoursay@nswlabor.org.au or provided in hard copy at the time of the drawing of the lot.

4. ELIGIBILITY TO VOTE

- 4.1 A person is eligible to vote in a ballot if they:
 - a) Live in the electorate; and
 - b) Have one year of continuous financial membership immediately prior to the date of calling for nominations.
- 4.2 The Returning Officer or their delegate will provide candidates with a list of members who are eligible to vote, not less than seven days before voting opens.
- 4.3 Challenges to the list of members who are eligible to vote may be made in accordance with Rule A.35 of the Party Rules.

5. VOTING

- 5.1 Voting will remain open for no less than three weeks.
- 5.2 All members who are eligible to vote pursuant to Rule 4 (“eligible member”) may vote in the ballot online or through a postal ballot.
- 5.3 All eligible members who possess a valid email address will vote in the ballot online, conducted by *BigPulse*, unless they request a postal ballot from the General Returning Officer.
- 5.4 An Eligible Member may access their online ballot through a two-step validation process to be determined by the General Returning Officer.
- 5.5 An Eligible Member who has not provided the Party with an email address will be posted a ballot paper that includes a reply-paid envelope.
- 5.6 Postal ballots must only be sent to the mailing address as listed on the Eligible member’s membership records.
- 5.7 An Eligible Member must personally request a postal ballot. An Eligible Member’s identity must be confirmed at the time of the request.
- 5.8 Returned Postal ballots will be collected each working day in the presence of scrutineers and placed in a secure ballot box until the close of voting.
- 5.9 All postal ballots must be post-marked on or before the last day of the ballot. Any postal ballot post-marked after this date will not be counted.
- 5.10 A vote is a formal vote if it complies with the formality rules as set out in the Schedule H.2 of the Party Rules.

6. CAMPAIGNING

Candidates Access to Information

- 6.1 The list of Eligible Members referred to in Rule 4.3 must contain the first name, last name and residential address of each Eligible Member. Contact information for Eligible Members (including email and phone numbers) will be provided to a candidate online, only through Campaign Central.
- 6.2 The list of Eligible Members must only be used for the purposes of the election of the National Conference delegate.
- 6.3 Following the conclusion of the ballot, candidates must destroy all copies of eligible voters list.

Canvassing Support

- 6.4 Candidates, and Party members who support them, can canvass for further support.
- 6.5 Candidates, and Party members who support them, may use the NSW Labor Organising Centre on Monday and Tuesday evenings during the voting period to conduct telephone canvassing. Candidates must pre-book space with the General Returning Officer or their delegate. Requests for space at the Organising Centre are to be made via email at yoursay@nswlabor.org.au. Space will be provided on a first-come, first-served basis.

Prohibitions to campaigning

- 6.6 Candidates and their supporters are prohibited from making personal comments about other candidates.
- 6.7 Candidates are not permitted to employ, directly or indirectly, agents to campaign on their behalf, nor can they, or their supporters, make personal comments about other candidates. Failure to comply with the provisions of this Rule may result in a candidate being disqualified.
- 6.8 The General Returning Officer prohibits:
 - a) a postal mail-out of campaign material;
 - b) paid advertisements placed in print, TV, radio, the internet;
 - c) automated or paid call centre based telephone canvassing;
 - d) broadcasting SMS;
 - e) campaigning in the media (including media interviews, articles, press conferences and

statements, whether unsolicited or not);
and

f) Party or union resources being used for campaigning.

- 6.9 The use of Members of Parliament or Senators resources for the purpose of internal Party campaigns is illegal. Resources include, but are not necessarily limited to funding, office space, equipment, data and staff time.
- 6.10 These prohibitions do not prohibit the use of emails or telephone canvassing for the purposes of campaigning, provided Party, union or paid resources, or those of public office holders are not used. Resources include, but are not necessarily limited to funding, office space, equipment, data and staff time.
- 6.11 Enforcement of the prohibitions above shall be the responsibility of the General Returning Officer and penalties are to the discretion of the General Returning Officer and may include disqualification of a candidate. Appeals against decisions of the General Returning Officer can be made pursuant to Rule A.35.

7. COUNTING

- 7.1 Counting of the ballot will be conducted by the General Returning Officer (or their delegate).
- 7.2 Counting shall be conducted as outlined in Schedule H of the Party Rules.
- 7.3 Candidates will be notified of the time, date and place of the counting of the ballot in their FEC. Candidates may appoint a scrutineer by way of a letter signed by the candidate, addressed to the General Returning Officer and provided at the time of the count.
- 7.4 If an eligible voter has voted by both postal ballot and online ballot, the online ballot will be discarded.

8. CANDIDATE FORUMS

- 8.1 A candidates' forum may be held consistent with the provisions relating to Public Office Selection Forums in Section N of the Party Rules.
- 8.2 The Party Office, General Returning Officer or delegate of the Returning Officer is not responsible for organising any Candidate Forums under this rule.

- 8.3 If the FEC would like to hold a Candidates Forum, all candidates must be invited to address the forum. Candidates may be asked to answer questions and all candidates must be given approximately equal time to respond.

9. AFFIRMATIVE ACTION

- 9.1 The ALP is committed to men and women in the Party working in equal partnership. It is our objective to have at least 50 per cent of Party organisation and public office positions held by women.
- 9.2 The NSW Labor Rules and Constitution of the Australian Labor Party requires the NSW delegation to National Conference to comprise of at least 40% women.
- 9.3 The Administrative Committee encourages women to nominate and run as their Federal Electorate's delegate to ensure this requirement is fulfilled.