

# BYE LAW 11

## POSTAL VOTING

### 11.

#### POSTAL VOTING SYSTEM FOR ELECTING COUNCIL MEMBERS

This system shall operate in accordance with the *Institute's Articles*.

#### 11.1

##### NOMINATION FOR ELECTION TO COUNCIL:

##### 11.1.1

The Nomination paper as issued by the *Institute* to *Member* is required to be returned, in the case of *Member* nominated in accordance with Article 28 (c), to the *Secretary* of the *Institute* not later than 14th February and not earlier than the 1<sup>st</sup> of January in the year in which the election is to be held. A copy of the nomination form is at "ANNEX A".

##### 11.1.2

On submission of the Nomination paper in accordance with this Bye Law 11, there shall also be submitted together with the nomination a profile of the Candidate.

##### 11.1.3

In the case of nominations in accordance with Article 28 (a) and (b) such nominations shall be made at the *Council* meeting held nearest to the 1st February in any year.

#### 11.2

##### PROFILE OF CANDIDATES:

##### 11.2.1

The profile of candidates shall be submitted to the Returning Officer with the Nomination paper and shall contain information regarding the candidates as follows:

Name

Home Address

Business Address

Year of Entrance to *Membership* of the *Institute*

*Institute* involvement i.e. *Council Member*, *Committee Member*,  
Offices held, etc.

A statement of not more than one hundred words setting out why election to *Council* is sought.

### 11.3

#### RETURNING OFFICER:

##### 11.3.1

The Returning Officer shall be the *Secretary* of the *Institute* or other Member of staff that *Council* may authorise, who shall nominate a Deputy Returning Officer.

##### 11.3.2

The Returning Officer shall examine all Nomination papers submitted and establish that all nominees for election meet the requirements of the *Articles*. He /she shall request the Voting Procedures Committee to examine the profiles submitted. Any *Member* nominated for *Council* in breach of this Bye Law 11 shall be removed from the list of Nominees by Returning Officer.

##### 11.3.3

The Returning Officer shall circulate to *Members* the Ballot papers and shall ensure that the profiles are included in the posting of the Report and Accounts.

### 11.4

#### BALLOT PAPER:

##### 11.4.1

The Ballot paper shall contain directions for voting and set out the candidates in alphabetical order indicating: *Firms*, Country, Occupation, Nominators and column for Voters Mark X, and the date and time for submission.

##### 11.4.2

The Ballot paper also refers to:

- Certificate of Identify
- Envelope marked Ballot
- Addressed Envelope

All of which are issued with Ballot paper.

### 11.5

#### CANVASSING:

##### 11.5.1

The only printed, typed or written promotional material permitted to be used by or on behalf of a candidate shall be the candidates profile as issued and circulated by the *Institute*.

##### 11.5.2

The use of other printed, typed or written promotional material other than what is provided for in this Bye Law 11 shall be deemed contrary to acceptable professional practice.

### 11.6

#### COUNTING PROCEDURE:

##### 11.6.1

All envelopes are to be returned to the *Institute* addressed to The Returning Officer, *Institute* of Certified Public Accountants in Ireland and they shall be placed in a locked box.

11.6.2

The deadline for Receipt of Ballot papers shall be 12 o'clock Noon on the day prior to the AGM.

11.6.3

As soon as possible after 12 o'clock Noon the Returning Officer in the presence of the Deputy Returning Officer and other permitted persons shall open the locked box and proceeds as follows:

- Open each Envelope.
- Validate each ballot envelope by reference to a Certificate of Identity.
- Open all Ballot papers.
- Count Votes cast.
- Record the results and put such result records in an envelope for presentation to the President at the AGM the following day.
- Retain all ballots until results are announced at AGM
- Results not to be announced on the day of the counting procedure.

11.6.4

Persons eligible to attend the Count.

- Returning Officer, Deputy Returning Officer, Staff as required.
- Each Candidate or one of their nominators to be present to observe the counting procedures.

**11.7**

**THE COMMITTEE:**

The Voting Procedures Committee shall consist of the President and Two Vice-Presidents.

**11.8**

**APPEALS PROCEDURE:**

- a. Any *Member* nominated for election to *Council* may appeal *In Writing* to the Voting Procedures Appeal Committee regarding any aspect of the election process which they feel requires examination, amendment or which may be the basis of concern.
- b. The final draft of the profiles will be at the discretion of the Voting Procedures Committee and may not be appealed against.

# Nomination Paper for Election of Members to Council

We, the undersigned being two Members of the Institute of Certified Public Accountants in Ireland hereby nominate:-

Name (Block letters or type) \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

for election as a Member of the Council of the Institute of Certified Public Accountants in Ireland with effect from the day of Annual General Meeting 20XX.

Signature of  
Nominators:

(1) Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

(2) Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

## Assent of Person Nominated

I hereby assent to being nominated as a Member of the Council of the Institute of Certified Public Accountants in Ireland.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Election to Council 20XX

## Ballot Paper

### DIRECTIONS FOR VOTING

1. Unless the 20XX Annual Subscription is paid, the voting paper shall be rejected.
2. The Voter may vote for any number of candidates not exceeding X. If he/she votes for more than X, the paper will be rejected.
3. The Voter shall mark opposite the name of each candidate for whom he/she votes thus: "X".
4. Put this form only (not the certificate of identity) into the envelope marked BALLOT and seal it.
5. Put the sealed Ballot envelope into the addressed envelope TOGETHER WITH CERTIFICATE OF IDENTITY.
6. Completed Ballot papers to reach the Returning Officer, Institute of Certified Public Accountants in Ireland, 17 Harcourt Street, Dublin 2, not later than 12 o'clock Noon on (SPECIFIED DATE). Ballot papers received after that time and date shall not be included in the election.

VOTER'S CANDIDATES IN ALPHABETICAL ORDER WHO HAVE BEEN DULY NOMINATED MARK AND ARE ELIGIBLE FOR ELECTION.

Name

*Firm & Address*

Occupation

Nominators

Post or Deliver to: The Returning Officer,  
The Institute of Certified Public Accountants in Ireland,  
17 Harcourt Street, Dublin 2.  
To Arrive NOT LATER than 12 o'clock Noon (SPECIFIED DATE).



Effective from 14 May 2010

# Election to Council 20XX

## Certificate of Identity

**To: Returning Officer**

Institute of Certified Public Accountants in Ireland,  
17 Harcourt Street,  
Dublin 2.

THE ENCLOSED BALLOT PAPER HAS BEEN COMPLETED BY THE UNDERSIGNED

NAME (Block letters)

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SIGNATURE

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ADDRESS (Block Letters)

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