

# OCEANIA TENNIS FEDERATION

## STANDING ORDERS

Approved at the OTF AGM on 13<sup>th</sup> March 2022

### 1. Introduction

- 1.1 Rule 18.17 provides that the procedure for General Meetings shall be as specified in the Constitution, and in Standing Orders decided by the Board.
- 1.2 These Standing Orders are binding on all Members, Delegates, Board Member and persons nominated to be Board members.
- 1.3 These Standing Orders may be amended by the Board from time to time (under Rule 15.1k).
- 1.4 These Standing Orders (as amended from time to time by the Board) must be given to all members at the same time as the Agenda under rule 18.7 (AGM) or 18.9 (SGM) of the Constitution.

### 2. Order of Elections

- 2.1 *Rule 14.3(f) of the Constitution provides that - from the 2023 AGM and thereafter, each position on the Board which is vacant (either due to the term of office expiring under Rule 14.6 or as a result of a casual vacancy under Rule 14.7(a)), it will be voted at the relevant AGM in the following order:*
  - (i) *President;*
  - (ii) *Vice-President;*
  - (iii) *Board member positions for a four-year term;*
  - (iv) *Board member positions for a term of less than four years, (for example, resulting from a casual vacancy under Rule 14.7(a)).*
- 2.2 The President and Vice-President shall each be elected in separate ballots. All the nominees for President shall be listed in one ballot and Delegates must vote for one (and only one) nominee. The same applies to the ballot for the Vice-President.
- 2.3 The remaining Board Member positions which are vacant shall be listed in one ballot. All the nominees shall be included in one ballot and Delegates must vote for the same number of nominees in the ballot as there are vacant positions.
- 2.4 If there are any vacant Board Member positions which have different terms of office (for example a term less than four years arising under Rule 14.7(a)), there shall be one ballot for each such position, starting with positions which have the longest terms of office.
- 2.5 If a nominee has been nominated to the Board for more than one position and they are not successful, they can be listed in the ballot for the other position for which they have been nominated. However, if there are vacant positions with different terms of office, nominees must be nominated for each of those positions in order to be listed in each ballot.

### 3. Majority Vote Needed

- (1) 3.1 Rule 19.7 of the Constitution provides that a nominee for each Board Member position must receive a majority of votes in order to be elected (i.e. 50% or more votes). Where two or more nominees receive a majority of votes for a position, then the

highest polling of them shall be elected. If no nominee in each position receives a majority of votes, or any other circumstances in the election occurs (including a tie in votes), the procedure in the Standing Orders shall apply.

- 3.2 If a nominee receives a majority of votes in a ballot for a position or positions, then the highest polling of them (for the number of positions being elected), will be declared elected. For example, if there is a ballot for 3 Board Members, and there are two nominees who receive 55% and 51% of votes, and they are the two highest polling nominees, they will be declared elected.
- 3.3 If no nominee receives a majority of votes, or there are not enough nominees for the number of positions available who receive a majority of votes, then the lowest polling nominee in the ballot will be withdrawn from the ballot. A second round of voting will be undertaken with all the other nominees in the ballot. (Note this is subject to the regional requirements noted in clause 4 below.)
- 3.4 If in the second round of voting there is/are a nominee/s who receives a majority of votes, the highest polling of them for the number of positions remaining will be declared elected.
- 3.5 If there are no nominees, or not enough nominees for the number of positions available, who receive a majority of votes, then the lowest polling nominee shall again be removed from the ballot, and a further/third round of voting must occur. Further rounds of voting continue on the same basis, until there are such number of nominees receiving a majority of votes for the positions being elected.

#### **4. Regional Requirements on the Board**

- 4.1 *Rule 14.3(d) mandates that "Board Member positions shall include at least one person ordinarily resident in each of Australia, New Zealand, Melanesia, Micronesia and Polynesia."*
- 4.2 If at the time of any election, there is one or more of those regions not represented on the Board (amongst the Board Members whose terms of office have not expired), the process below shall be followed for the election of the remaining Board members:
  - a. Each position/s shall be elected separately in accordance with Rule 14.3(f).
  - b. If there are 3 regions which are not represented on the Board, then the highest polling nominees from each of those three regions will be declared elected, if they receive a majority of votes. If they do not receive a majority of votes, the process in clause 4.2(g) below will apply.
  - c. If there are 2 regions which are not presented on the Board, then the highest polling nominees from each of those two regions will be declared elected if they receive a majority of votes. If they do not receive a majority of votes, the process in clause 4.2(g) below will apply.
  - d. If there is only 1 region, which is not presented on the Board, then the highest polling nominee from that region who receive a majority of votes, will be elected.
  - e. After having elected Board Members to specific regions, the remaining positions on the Board will be elected. All remaining nominees for each position yet to be elected, shall be listed on the ballot. The highest polling nominee for each position, will be declared elected if they receive a majority of votes. If they do not receive a majority of votes the process in clause 4.2(g) below will apply
  - f. If in any of the scenarios in (a) to (e) above, a nominee does not receive a majority of votes, then the lowest polling nominee is removed from the ballot and a further round of voting is undertaken.
  - g. If following any further rounds of voting as described above, a region is not represented on the Board because the nominee/s has not received a majority of votes in any round of voting, there shall be a further round of voting in which only those nominees from the region will be voted on. The highest polling of those

nominees, if they receive a majority, will be declared elected. If they still do not have a majority, the lowest polling of them will be removed from the ballot and a further round of voting between the remaining nominees from that region will be taken. If there is only one nominee for a region, there will be a further round of voting for that single nominee and, if they achieve a majority of votes will be declared elected.

- h. If no nominee from a region receives a majority of votes, the position on the Board shall remain vacant. It will be filled by the Board following the election as a casual vacancy under Rule 14.8 of the Constitution.

## **5. Tied Voting**

- 5.1 If there is a tie in votes between two or more nominees seeking election to any Board Member position, and they are the highest polling nominees for that position, then all the other nominees who are lower in the polling in that ballot will be withdrawn from the round and another vote will be taken between the tied nominees only. The highest polling nominees between the tied nominees (if they receive a majority of the votes) is then elected for that position.

*For example, if in a vote on 3 board members there are two nominees tied for 3<sup>rd</sup> place, then there would be a further vote between those two nominees, and the highest one between them would be elected (if they receive a majority of votes).*