

NAPSA Team Members Nomination Election Processes and Guidelines

Candidacy for Election

- Any current NAPSA affiliate may nominate themselves as a NAPSA Team Member provided that the nomination is seconded by the secretary and received during the nomination period.
- A candidate is only able to nominate for a maximum of TWO NAPSA Committees during the same election period.
- Any individual who already holds the position of NAPSA President/Executive Director/Chair cannot nominate for the position of NAPSA Team Member.

Nomination Process

- Nominations of candidates for election as a NAPSA Team Member shall be made online via a Google Form and must meet the following requirements:
 - Must be completed on the online *NAPSA Team Member Nomination Form*.
 - Must clearly indicate which NAPSA Team Member position a candidate is nominating for.
 - Must be completed during the nomination period.
- A NAPSA affiliate may not nominate themselves for more than 2 Committees during the same nomination period.
- Only nominations received by the secretary during the nomination period will be valid. Nominations outside of the nomination period will not be accepted unless there has been previous contact with the secretary and extenuating circumstances have required an extension of the nomination period.
- Once a candidate's nomination has been received by the secretary, the candidate will receive a response from the secretary confirming whether the nomination has been received, and the details of the next steps in the election process.
- The nomination period must be carried out for a minimum of two weeks.
- The current Team Member positions available for nomination are;
 - Publications Committee Member
 - Alumni Committee Member
 - Research Committee Member
 - APSJ Committee Member
 - IPSF Committee Member
 - Rural and Indigenous Committee Member
 - Education Committee Member
 - Scholarships Committee Member
 - Policy Committee Member

- NPSS Committee Member

- A candidates nomination will only be valid if all questions are answered, including the responses to the questions:
 - *Why are you applying for the position?*
 - *What do you hope to achieve during your term?*
 - *Why are you suitable for the specific Committee role you are nominating for? (i.e. why should the NAPSA Chair and Executive Director(s) consider voting for you?)*
 - *What is your previous experience with NAPSA or your local branch?*

Election Process

Election

- The relevant NAPSA Committee voting members (Chair and Executive Director(s)) are expected to review the Google Form applications of each candidate prior to an official Committee meeting.
- The voting members will engage in an honest and open discussion at an official Committee meeting regarding each candidate, however for confidentiality purposes, “what is said in the room, stays in the room”. This discussion is not to be transcribed in the minutes and only the election outcome may appear in the official minutes of the Committee meeting.
- The voting members will determine by a means of their choosing, the best candidate for each Team Member position. At the discretion of the Chair and Executive Director(s), they can determine the number of roles that are required to fill on their Committee.
- If a decision is unable to be made or there is a tie, the decision will be taken to the NAPSA Board of Executive Directors to complete the election.
- All candidates will be informed of the election outcome via email.

Formal complaints

- If a NAPSA member wishes to lodge a formal complaint regarding the conduct of the Team Member nomination and election process, it must be made to the secretary via email within fourteen days of the election results being formally announced.
- A complaint may be categorised into one of four categories:
 - Constitutional - the Team Member nomination and election processes were not carried out as directed by both the Constitution or the *NAPSA Team Members Nomination and Election Processes and Guidelines* document.
 - Procedural - the complaint states a case that there is cause to review and perhaps update nomination and election procedures.
 - Bias - there is reason to believe the election results were unfairly influenced by the bias of the Chair, Executive Director(s) or other person(s) involved.

- Objection - there is evidence to support an official objection to a certain person being elected to a Team Member position as they may be unable to fulfil their duties in the nature of the NAPSA spirit.

Constitutional complaints

- It is advised that the Executive Board review the progression of events of the Team Members nomination and election period against both the official NAPSA Constitution and the *NAPSA Team Members Nomination and Election Processes and Guidelines* document.
- If the Board agrees there was a fault in the conduct of the Team Members nomination and election that may have significantly influenced the outcome of the election, it is recommended the election process is held again and all candidates are notified.

Procedural complaints

- It is advised that the Board review both the Constitution and the *NAPSA Team Members Nomination and Election Processes and Guidelines* and discuss whether there is a need to update the election procedures.
- If the Board decides to pursue this complaint and update election processes and guidelines, all relevant stakeholders should be informed and be given an opportunity to contribute to the update.

Complaint on the basis of bias

- If a complaint on the basis of bias is made against the voting Chair of a Committee, the relevant Executive Director(s) shall investigate the circumstances of this complaint. This may include, but is not limited to, separate interviews with the complainant and accused to determine if the way a voting member voted was guided by personal emotion rather than in the best interests of NAPSA. If the Executive Director(s) determines the voting member was at fault, their subsequent vote will be discounted and the Executive Director(s) will take the election to the wider NAPSA Executive Board of Directors. If the complaint is made after the release of election results, the Executive Director(s) will determine whether the voting member at fault had any influence in their discussion of the candidates and on an appropriate course of action, whether that is to proceed with the election results or to conduct an election by the Executive Board of Directors for that Committee.
- If a complaint on the basis of bias is made against the Executive Director(s) as a voting member of a Committee, the immediate past-President of NAPSA will be asked to

review the Team Member nominations and election proceedings to determine if the Executive Director(s) significantly influenced the election outcome on the basis of personal emotion and not in the best interests of the organisation. If the immediate past-President finds the Executive Director(s) at fault, the Team Members election procedure must be held by the Executive Board of Directors without the Board Director(s) at fault present at the board meeting. The immediate past-President should be in attendance of this board meeting to monitor the discussion.

Objection

- The person who has objected to a candidate being elected to the position of Team Member must provide evidence, within three business working days of the complaint, that the Team Member is unfit to fulfil the duties and responsibilities expected in the nature of the NAPSA spirit.
- The voting members of that Committee will review the evidence presented and determine whether there are grounds for complaint. If there is evidence the candidate originally elected to the Team Member position is unable to fulfil the duties required of them, the voting members maintain the right to remove the candidate from the Team Member position. Notice must be given via email to the candidate and nominations for this position must be reopened.

Removal or resignation of a Team Member from office

- The Chair and Executive Director(s) of a Committee reserves the right to remove any person elected to a Team Member position from office at any point during their term on the grounds of unfulfilled duties or conduct not aligned with the NAPSA spirit.
- A candidate holding the position of a NAPSA Team Member reserves the right to resign at any time during their term by giving notice of their resignation to the secretary via email.
- Subsequent nominations and election procedures for the recently vacated Team Member position should follow this document.

Definitions

Affiliate: means each person who is a Pharmacy Student Member of an Organisational Member.

Board/NAPSA Executive Board of Directors/Executive Board: means the board of Directors, as elected at the Annual General Meeting.

Board Director/Executive Director/Director: means an individual member of the Board.



Committee: means an organisational unit of NAPSA consisting of a Chair, ex officio Board Director(s) and elected Team Members.

Executive of the Predecessor Entity: means the President, Vice-President, Secretary and Treasurer of the Predecessor Entity.

Team Member Nomination Period: means the period beginning at least two weeks prior to the closing of nominations.

Voting member: the Chair of a Committee and/or their ex officio Executive Director(s).

Stakeholders means any person(s) or organisations immediately influenced by the election of Team Members, including Board Directors, Chairs, other Team Members, affiliates, branches, alumni.

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