

July, 2024

Procedure for filling unexpected vacancies on the ACGR Executive Committee

This procedure is intended to assist in interpreting point 12.5 of the ACGR constitution which states:

Unexpected vacancies on the Executive Committee should be filled through a by-election at the first available General Meeting. The Committee may choose to co-opt a full member representative to fill the casual vacancy until the by-election is held.

1. Where the unexpected vacancy occurs due to the resignation of an Executive Committee member who is not an office bearer:
 - If co-opting a full member representative to fill the casual vacancy, the Executive Committee should consider:
 - The balance of types and locations of universities from which members of the Executive Committee are drawn.
 - Diversity of the Executive Committee.
 - Suitability and experience of the co-opted member.
2. Where the unexpected vacancy occurs due to the resignation of an Executive Committee member who is an office bearer, the following steps are recommended in addition to point 1 above.
 - a. President
 - There should be a call for nominations from within the Executive Committee to serve as Interim President
 - (If a President Elect is in place at the time of the unexpected vacancy) until 1 January of the following year, which is the usual start date for the President Elect.
 - (If a President Elect is not in place at the time of the unexpected vacancy) until the next Annual General Meeting when the by-election is held

- If more than one person nominates for the role of Interim President, an election by secret ballot should be undertaken by members of the Executive Committee.

- b. President Elect
 - There should be an election for the position of President held at the next available AGM. The person elected would then serve three years as President, beginning their term on 1 January of the following year and serving two years as President and one year as Immediate Past President.

- c. Secretary
 - A Secretary should be appointed from within the Executive Committee