



## WACSSO State Councillor Elections

### The Process

Annually, WACSSO calls for nominations to fill positions on State Council to represent your Electorate. The Election Letter, State Councillor Information, Election Process Information, and a link to the Nomination Form (the Election Pack) can be found on the WACSSO website for potential nominees. An email will be sent out to Vice Presidents and Secretaries to advise that the process has begun. A reminder email will also be sent 2 weeks before the closing date for nominations.

If a member of your P&C decides to nominate for State Councillor after the annually run elections in term 1 of the school year, your P&C can request that a by-election be called by WACSSO. This must be a decision of your P&C and the request must be accompanied by the minutes of the meeting where the motion was presented and voted on. The nomination process is the same for both Terms and By-Elections. By-elections can only be called between 1 July and 31 October - WACSSO Constitutional requirement – Rule 13.6.1 (b).

#### Nomination Requirements

1. For a person to nominate for WACSSO State Council, they need to be a financial member of their P&C and they need the support of their P&C. The nominating P&C must be an affiliate within a WACSSO Electorate. A motion is required to be put forward at a meeting, seconded, and voted on with a simple majority.
2. An official nomination online form provided by WACSSO is required to be completed. The following details need to be provided;
  - Nominee's full name and contact details;
  - Name of nominee's school organisation;
  - Electorate for which nominating;
  - A short history of the nominee's qualifications, attainments, and aims;

Once the online form has been submitted, you will receive a PDF of the information via email. The PDF needs to be signed by two P&C Office Bearers (not the applicant).

3. The nominee is required to apply for the Department of Education Screening clearance. The National Criminal History Check (NCCHC) can only be applied for online at [www.education.wa.edu.au/ncchc](http://www.education.wa.edu.au/ncchc)

4. The following information must be lodged with the WACSSO office before noon on the due date:
  - a. The signed PDF (nomination form),
  - b. The P&C Meeting Minutes at which the nomination was accepted,
  - c. A copy of the nominee's P&C membership receipt, and
  - d. A completed National Criminal History check or evidence that an application has been submitted (the National Criminal History Check summary sheet and 4 forms of certified identification)

The Nomination will only be considered complete once we have received the signed PDF and the above documents.

5. If WACSSO receives more than one nomination for an electorate, a ballot becomes necessary. The ballot may be conducted online. Each association in that electorate is entitled to cast one vote for the candidate of its choice. The casting of the vote should be decided upon at a properly constituted meeting of the association.

#### Term of Office

Where there is a sitting Councillor the term of office commences on 1 June. Where there is no sitting Councillor and only one nomination is received, the nominee will be declared elected unopposed at the close of nominations and is entitled to take office immediately. A State Councillor elected at a by-election shall take office immediately for the balance of the original term of three (3) years applicable to that electorate.

If you require any further information please contact the WACSSO Office on 9264 4000 or via email [corporatesupport@wacssso.wa.edu.au](mailto:corporatesupport@wacssso.wa.edu.au)