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# Governance Policy

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## Election of General Directors

Approved by the Board on 31 July 2025

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# Governance Policy:

## Election of General Directors

### 1 Constitutional Provisions

#### 1.1 Authority To Make Governance Policies

The Constitution of Australasian Sonographers Association Limited (ASA) allows the Company's Board to make vary, rescind and replace Governance Policies that are associated with matters in the Constitution and which in the Board's opinion are necessary or desirable for the good governance of the Company and its Members.

The Board has approved this Election of General Directors Governance Policy to:

- set out information which must be included in the notice of election for General Directors in accordance with clause 33.1(b)(iv)
- set out the information which must be included in an application to become a General Director
- set out the information about each candidate which must be given to all Eligible Members if a ballot to elect General Directors is required
- set out the requirements for the electronic voting system to be used for conducting a ballot for the election of General Directors

### 2 Invitation for Applications to be a General Director – Further Information

In addition to the information set out in clause 32.1(b) of the Constitution, the Board has approved that a notice to Eligible Members inviting applications for election as a General Director must include:

- the names of the General Directors retiring at the next Annual General Meeting and whether they are seeking re-election
- an overview of ASA's governance
- a position description for General Directors
- a description and timetable for the election process, including the date when Nomination Forms must be received by the Company Secretary
- the Board Charter
- the Board Code of Conduct
- a General Director Nomination Form (which will include the applicant's full name, postal address, email address and membership number)
- a Consent to Act as a Director Form
- a Director Probity Declaration
- instructions for completing a Candidate Profile Form and Photo/Video Profile

All documents included in this list can be made available by including them in a specially created section of ASA's website.

### 3 Applications for Election as a General Director – Further Information

In addition to the information set out in clause 32.2 of the Constitution, the Board has approved that applicants for election as a General Director must send to ASA:

- a completed General Director Nomination Form
- a completed Consent to Act as a Director Form
- a signed copy of the Code of Conduct
- a completed Director Probity Declaration
- a completed Candidate Profile Form
- a head and shoulder photograph and/or a video profile

### 4 Checking Applications

Applications for election as a General Director will be checked for completeness and to ensure candidates meet the eligibility requirements set out in the Constitution or any Governance Policies.

The Board may reject applicants who do not meet these requirements.

### 5 Publication of Information About Applicants

In the event that a ballot of Eligible Members is required in accordance with clause 33.4 of the Constitution, the Board has approved that the following information about each candidate must be provided to Eligible Members:

- a candidate profile
- a head and shoulder photograph of the candidate and/or a video profile

This information can be made available by including it in a specially created section of ASA's website.

### 6 Requirements for The Electronic Voting System

The Board has no requirements for an electronic voting system beyond those set out in the Constitution.