



# **Australian Institute of Project Management Election Policy**

## **DOCUMENT CONTROL CERTIFICATE**

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## 1. Introduction

- 1.1. The purpose of this policy is to define the process for conducting elections of Member Elected Directors for the Australian Institute of Project Management (AIPM).
- 1.2. Appointed directors are not part of this policy as they are appointed to the AIPM Board by the Board itself, rather than being elected by the AIPM membership. They can be either members or non-members of the AIPM and are selected based on the skills and experiences the Board needs at the time of appointment.
- 1.3. As a member-based organisation, the AIPM is committed to ensuring that its elections are conducted in a fair, transparent, and democratic manner, ensuring that the best candidates are selected to represent the interests of the AIPM and its members.
- 1.4. The AIPM encourages all members, directors and accountable persons to read and familiarise themselves with this policy, as it is an essential tool for ensuring the success of the AIPM and the integrity of the elections.

## 2. Definitions

- 2.1. For the purposes of this policy, the following terms and definitions apply:
  - 2.1.1. **AIPM:** Australian Institute of Project Management.
  - 2.1.2. **Board:** The governing body of the AIPM responsible for overseeing the management and strategic direction of the organisation.
  - 2.1.3. **Election:** The process of selecting candidates for Member Elected Director positions.
  - 2.1.4. **Member Elected Director:** A Board Director position that is elected by the AIPM members.
  - 2.1.5. **Nomination:** The process by which candidates are nominated for Member Elected Director positions.
  - 2.1.6. **Nominee:** An individual candidate who is a current financial Member of the AIPM (other than Student Member) and has been nominated for a Member Elected Director position.
  - 2.1.7. **Proposer:** is a current AIPM member who nominates a candidate (Nominee) for the Member Elected Director position and must not have any conflicts of interest with the AIPM.
  - 2.1.8. **Voting:** The process by which the AIPM members cast their votes for their preferred candidates in an election.





- 2.1.9. **Tie:** A situation where two or more candidates receive an equal number of votes in an election.
- 2.1.10. **CEO:** The Chief Executive Officer of the AIPM, responsible for the day-to-day operations of the organisation; appointed under the AIPM Constitution.
- 2.1.11. **Member:** An individual who has been admitted to membership of the AIPM, in accordance with the provisions of the AIPM Constitution and organisation's membership criteria.
- 2.1.12. **Grade of Membership:** The classification assigned to members. The AIPM recognises several grades of membership, including Student Member, Full Member, and Fellow Member.
- 2.1.13. **Appointed Directors:** Directors who are appointed to the AIPM Board by the Board itself, rather than being elected by the AIPM members. Appointed directors may be chosen based on their expertise, experience, or other factors deemed relevant by the Board. The number and terms of appointed directors is set out in the AIPM Constitution.
- 2.1.14. **Election Company:** The AIPM may engage an election company to conduct elections on behalf of the AIPM including sending members advice regarding the conduct of any election including ballot papers and instructions on how to cast votes as well as correlating the results of the elections.

### **3. Related Policies**

- 3.1. This Election Policy should be read in conjunction with the following AIPM policies and documents:
  - 3.1.1. **Constitution:** The AIPM's governing document that outlines the organisation's objectives, structure, and governance arrangements.
  - 3.1.2. **Board Charter:** The AIPM's policy that outlines the roles and responsibilities of the Board and Management, as well as the procedures for decision-making, risk management, and reporting.
  - 3.1.3. **Code of Conduct and Ethics Policy:** The AIPM's ethical code that sets out the professional standards and values that all members are expected to uphold.
  - 3.1.4. **Conflict of Interest Policy:** The AIPM's policy that outlines the procedures for managing conflicts of interest among Board members and other individuals involved in the organisation's affairs.
  - 3.1.5. **Privacy Policy:** The AIPM's policy that outlines how the organisation collects, stores, and uses personal information.





## 4. Roles and Responsibilities

- 4.1. The success of the election process within the AIPM depends on the active participation of all parties involved. The following outlines the roles and responsibilities of each:
- 4.1.1. **Board of Directors:** The Board is the ultimate decision-making authority for the Board Director positions and the election process and may delegate anyone to act on its behalf in all matters relating to the Board election and nomination process. The Directors are responsible for approving the Election Policy, ensuring that the policy and any related policies are followed, and that any issues or complaints that arise during the election process are dealt with promptly and appropriately.
  - 4.1.2. **Chief Executive Officer (CEO):** The CEO has overall oversight over the election process. In relation to elections, the CEO is responsible for providing support and advice to the Board and the Election Company as required, and for ensuring that the Election Policy and related policies are followed as directed by the Board.
  - 4.1.3. **Election Company:** The Election Company is responsible for conducting and overseeing the election process on behalf of the AIPM, ensuring that it is conducted in accordance with the AIPM Election Policy and related policies. The Election Company is responsible for sending advice to all members regarding the conduct of any election, including ballot papers and instructions on how to cast votes. Additionally, they are responsible for supervising the counting of the votes, announcing the results to the AIPM Board of Directors and the AIPM CEO, and assisting the Board in addressing any complaints or issues that arise during the election process.

## 5. Eligibility Criteria

- 5.1. **Nominee (Candidate) for the Elected Directors of the Board:** Any member of the AIPM (other than Student Members) is eligible to stand for election as an Elected Director of the Board, provided they meet the requirements set out in Section eight (8) of the AIPM Constitution and any additional requirements related to their level of experience and qualifications that the Board may determine necessary. These additional requirements are evaluated and decided upon annually by the Board to recruit the skills the Board deems most necessary, as outlined in Closure 8.3 (b) and to ensure that there are no conflicting interests as per Closure 8.5 (c) of the AIPM Constitution.
- 5.2. **Election Company:** The Election Company must be an independent entity who has no affiliation with any candidate or party involved in the election.
- 5.3. **Voters:** To be eligible to vote in an AIPM election, voters must be current financial members of the AIPM (other than Student Members) and must be in good standing





with the organisation. They must have no outstanding debts or membership issues that would hinder their eligibility.

## 6. Disqualification (Non-Compliant Nominees)

- 6.1. There are circumstances under which a candidate may be disqualified prior to or during the election process. The Board of Directors has full authority to disqualify candidates in accordance with the AIPM Constitution and this policy. Disqualification may occur in, but not limited to situations where a candidate:
  - 6.1.1. **Fails to meet the eligibility criteria:** Candidates who do not meet the eligibility criteria outlined in the election policy or during the skill assessment, such as not being a member of the organisation or not meeting the required skills, experiences, or qualifications, may be disqualified.
  - 6.1.2. **Breaches the code of conduct:** Candidates engaging in inappropriate behaviour during the election process, such as making false statements about themselves or other candidates or engaging in unethical campaign practices, may be disqualified.
  - 6.1.3. **Has a conflict of interest:** Candidates with conflicts of interest that would compromise their ability to perform their duties if elected such as close affiliation with a competitor or financial interests in decisions to be made by the Board, may be disqualified.
  - 6.1.4. **Lacks integrity:** Candidates with a history of unethical behaviour or criminal convictions may be disqualified. This ensures that the organisation is represented by individuals who uphold high standards of integrity.
  - 6.1.5. **Fails to comply with the election procedures:** Candidates who do not adhere to the procedures outlined in the Election Policy and Election Nomination Forms may be disqualified.
- 6.2. The Board reserves the right to disqualify any nominee who does not meet the eligibility criteria or who fails to comply with any of the Election Policy and related policies. If a nominee is disqualified, the nominee will be notified in writing about the reason for the disqualification. The decision of the Board in this matter is final.

## 7. Nomination and Election Process

- 7.1. The AIPM may engage an independent company that will be responsible for conducting the election on its behalf, including issuing ballots to members and overseeing the vote counting process.
- 7.2. The AIPM will issue a call for nominations from the AIPM members for the positions of Member Elected Directors of the Board, providing the necessary links to the approved





policies and application form. Nominations must be submitted using the official AIPM Election Nomination Form (Annex A).

- 7.3. Once the nomination period has closed, the AIPM Board will assess the nominations against the eligibility criteria and determine which candidates will proceed to the ballot for election by the AIPM members. The Board has the authority to decline nominations that do not meet the criteria including the complete receipt of all nomination requirements (e.g. word count) and forms before the deadline, and the absence of any conflicts of interest
- 7.4. If there is an insufficient number of candidates, no election will be held.
- 7.5. If there are enough candidates to form a valid election, an election will be held and the Election Company will formally declare the results of the election to the Board.
- 7.6. The Chair of the Board will announce the newly elected Board Director(s) at the Annual General Meeting (AGM), and they will assume their positions at the next Board meeting.
- 7.7. The AIPM will announce the Elected Board Directors through the AIPM's social media channels once the AGM is concluded.

## **8. Board Decision-Making**

- 8.1. The AIPM Board of Directors is responsible for making decisions regarding the Board Director positions and the election process. The Board will ensure that decisions are made in accordance with the AIPM Constitution, the Board Charter, and any other applicable policies and regulations.
- 8.2. The Board will make decisions regarding matters such as any issues or complaints that arise during the election process, including disputes over the eligibility of candidates or the conduct of the election.
- 8.3. In the event of a dispute or disagreement during the election process, the Board will consider all relevant information and make a decision in the best interests of the AIPM and its members. The Board's decision on any matter relating to the election process is final.
- 8.4. The Board will also ensure that the Election Policy and related policies are regularly reviewed and updated as required. Any proposed changes to the Election Policy will be considered and approved by the Board in accordance with the AIPM Constitution and any other applicable policies and regulations.





## **9. Campaigning**

- 9.1. Candidates may campaign for election in any reasonable manner that is consistent with the AIPM Code of Conduct and Ethics Policy, the AIPM Conflict of Interest Policy, the AIPM Constitution, and this Election Policy.
- 9.2. All candidates must make a declaration that they will abide by the Election Policy, the AIPM Constitution, the AIPM Code of Conduct and Ethics Policy, and the AIPM Conflict of Interest Policy during their campaign and if elected to the Board.
- 9.3. The use of the AIPM membership lists or any other AIPM resources for campaigning purposes is strictly prohibited and will be considered a breach of the election rules.
- 9.4. Candidates may use their personal networks, social media accounts, and other channels to promote their candidacy and engage with members. However, they must not use any AIPM logos or other branding materials in their campaign materials without the prior approval of the AIPM Board.
- 9.5. Candidates must not make any promises or commitments that are contrary to the AIPM Constitution, the AIPM Code of Conduct and Ethics Policy, the AIPM Conflict of Interest Policy, or the Election Policy.
- 9.6. The AIPM Board reserves the right to investigate and take action against any candidate who engages in inappropriate or unethical conduct during the election process.

## **10. Voting and Results**

- 10.1. Eligibility to Vote: All AIPM members who are financial members (other than Student Members) and have no outstanding debts with the AIPM are eligible to vote in the Board elections.
- 10.2. Method of Voting: Voting will be conducted electronically using a secure online voting platform, as determined by the Board.
- 10.3. Voting Period: The voting period will be determined by the Board and communicated to all members prior to the start of the voting period.
- 10.4. Confidentiality of Votes: All votes will be treated as confidential and will be counted by the Election Company.
- 10.5. Counting of Votes: The Election Company will oversee the process of counting the votes, ensuring that it is conducted fairly, accurately, and transparently, and that the results are accurately recorded.
- 10.6. Tie Vote: In the event of a tie vote, the Election Company will convene a meeting of the Board to decide on the outcome of the election. As per clause 8.5 (h) of the Constitution,







when it is necessary to determine who should be deemed to have received the higher number of votes for the purposes of rule 8.5, the Company Secretary will draw lots and the candidate whose name is drawn first is deemed to have received the highest number of votes and if required, the candidate whose name is drawn next is deemed to have received the next highest number of votes and so on.

- 10.7. Finality of Results: Once the voting is closed, the Election Company will tally the votes and announce the results to the Board. The results will be considered final and binding once they are announced by the Board at the AGM, provided there are no formal complaints or appeals.
- 10.8. All members will be informed of the final result once the successful candidates are officially appointed to their positions by the Board.

## **11. Complaints and Dispute Resolution**

- 11.1. Any formal complaints or appeals must be submitted in writing to the Board within 48 hours of the announcement of the election results. The complaint or appeal must outline the reasons for the complaint or appeal and must be accompanied by any relevant evidence. The Board will investigate the complaint or appeals and make a determination within fourteen (14) days of receipt of the complaint or appeal. The decision of the Board is final and binding.
- 11.2. All complaints and appeals will be handled in a confidential and impartial manner, and all parties involved will be treated with respect and dignity.

## **12. Code of Conduct and Ethics Policy**

- 12.1. All candidates, members, and parties involved in the election process must abide by the AIPM Code of Conduct and Ethics Policy. The Policy sets out the ethical and professional standards that all AIPM members are expected to uphold, including honesty, integrity, and respect for others. Any breach of the Policy during the election process may result in disqualification or other disciplinary action, as determined by the AIPM Board.
- 12.2. All candidates must acknowledge that they have read and understood the Policy and agree to abide by its provisions during the election process. Any concerns regarding the conduct of a candidate should be reported to the Board, who will investigate and take appropriate action as necessary.
- 12.3. The Policy can be found on the AIPM website.

## **13. Conflict of Interest**

- 13.1. A conflict of interest occurs when an individual's personal interests interfere with their ability to act impartially and in the best interest of the AIPM. All candidates and





members involved in the election process must declare any conflicts of interest that may already exist or arise during the election process.

13.2. If a conflict of interest arises during the election process, the individual must immediately disclose the conflict to the Board through the Election Company. The Board will review the situation and determine whether the individual can continue to participate in the election process. If an elected Board Director is found to have a conflict of interest that affects their ability to act in the best interest of the AIPM, they may be asked to resign from their position.

13.3. The AIPM Conflict of Interest Policy is available on the AIPM website.

## **14. Confidentiality and Data Protection**

14.1. The AIPM recognises the importance of protecting the confidentiality and privacy of personal information collected during the election process. The AIPM has developed policies and procedures to ensure that all personal information is handled in accordance with relevant privacy and data protection laws.

14.2. All parties involved in the election process are required to comply with the AIPM Data Protection and Confidentiality Policies. This includes all members of the Board, the Election Company, and any other individuals involved in the election process. The AIPM will only use personal information collected during the election process for the purposes of conducting the election and will not disclose personal information to any third party unless required to do so by law.

## **15. Review**

15.1. The Board will review and update the AIPM Election Policy as required to ensure that it remains relevant and effective. It is the responsibility of all members and candidates to ensure they are familiar with the current version of the policy.

## **16. ANNEX A – AIPM Elected Director of the Board - Candidate Election Form**



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