

By-law Master Electricians Association Limited

Conduct of Election of Members and Officers of a Branch

1. The Board of Master Electricians Association Limited ("MEAL") has previously approved "MEAL Branch Committee Voting Rules" in 2024 and has previously made a By-law in relation to election of branch committees on 12 June 2024.
2. This By-law relates to the conduct of elections as provided for in clause 15.10 of the Constitution of MEAL and replaces both the "MEAL Branch Committee Voting Rules" and the 12 June 2024 By-Law in relation to 'Election of Branch Committees' as well as any other previous By-Law that is inconsistent with any part of this By-Law to the extent of inconsistency.
3. Members of each MEAL Branch Area, except Queensland, (at the date of this By-law being NSW/ACT; Victoria; Tasmania; SA/NT; WA) will be invited to nominate to be a Branch Committee Member for the Branch Area every 2 years.
4. An MEAL Committee Member or Officer position as a result of a biennial election will ordinarily take effect at the AGM immediately following the election. For example, if an election is held in June 2024 and the MEAL AGM held in September 2024, and an election is then held in August 2026 and the MEAL AGM held in November 2026, the period of holding office for the Branch Committee Members and Officers will be the approximate 2 year period from the AGM in September 2024 until the AGM in November 2026.
5. MEAL Committee Member or Officer positions filled as a result of a vacancy outside a biennial election process will take effect on the date determined by the MEAL Board. In accordance with the Constitution, the Committee has the power to fill any vacancy on the Committee during their term by simple majority vote.
6. The MEAL AGM should ordinarily be held between September and December each year unless otherwise determined by the MEAL Board. The MEAL election process of Committee Members and Officers of a Branch must be completed prior to the AGM every 2 years within a time period of between one month and three months' prior to the AGM; or such other period as the MEAL Board may determine. For example, if the AGM will be held on 9 November 2026, the election process of Committee Members and Officers of the Branch must be completed by no later than 9 October 2026 and no earlier than 9 August 2026, unless the MEAL Board determines otherwise for that election process.

7. The 2 year period for holding office in clause 15.4 of the MEAL Constitution is interpreted as the approximate 2 year period between AGMs following elections.
8. The Company Secretary will be responsible for notifying Members of each MEAL Branch Area of:
 - a. the dates of opening and closing of nominations for Committee Member positions;
 - b. manner by which nominations may be received including any required format for nomination.
9. Nominations may be received by electronic means, including e-mail to a nominated e-mail address, or by other electronic portal as determined by the Company Secretary and notified to Members.
10. Notification via MEA's regular Member email newsletter sent to members of the relevant Branch Area is deemed sufficient notification.
11. Each Member may nominate themselves (where an individual) or a representative to be a Committee Member of the relevant MEAL Branch Area to which that Member has been allotted.
12. Where no more than 8 nominations are received for Committee Member positions for a particular MEAL Branch Area, there is no requirement for a Member vote and all eligible nominees will be appointed as Committee Members for the MEAL Branch Area. The Company Secretary will determine eligibility, being current financial Member of the allotted Branch Area.
13. Provided no more than 8 nominations are received for Committee Member positions for a Branch Area, the Company Secretary may accept multiple representative nominations for Committee Member positions, provided that only one vote is allocated to the Member for any Committee votes.
14. Where less than 3 nominations for Committee Member positions are received for an MEAL Branch Area, the Company Secretary may actively seek nominations from the Branch Area membership following close of nominations (provided no more than 8 Committee Members are appointed).
15. Where more than 8 nominations are received for Committee Member positions for an MEAL Branch Area by the closing date, the Members of the Branch Area will be invited to vote for the filling of

the 8 Committee Member positions. The Company Secretary will notify the nominees and the Members of the Branch Area of the:

- a. need for a vote for maximum 8 Committee Member positions;
 - b. the opening and closing dates for voting
 - c. the manner in which votes may be cast, which may include an online portal or other electronic means of voting.
16. Once a Committee of up to 8 Members is formed for a Branch Area following nominations for Committee Members, the Company Secretary will advise the Committee Members of the voting process for the position of MEAL Board Director representing the Branch Area.
17. The Committee Chairperson and Secretary are eligible to also be the nominated Board Director if the Committee so votes.
18. Those elected to a Branch Committee shall, subject to this Constitution, hold office for a term of 2 years, shall have the power to fill any vacancy on the Committee during their term by simple majority vote and shall have the power to appoint from among their number a Director to the Board in accordance with clause 16.1(a)(iii).
19. The names and addresses of all Members allocated to each Area shall form the roll of voters for the election of each Branch. The Returning Officer, being the Company Secretary, shall prepare a roll of those voters who, on the seventh day before the date determined for the opening of nominations, are entitled to vote in any such election.
20. If a Branch Committee believes it will or may be unable to hold a biennial Branch Committee election by the latest due date (determined in accordance with clause 6 of this By-law) ("Due Election Date"), the Branch Committee may resolve to write to the Board requesting approval to delay the holding of that election.
21. The Board may refuse any request for delay to holding an election or grant it on such terms and conditions as determined by the Board in its sole discretion provided that:
 - a. the election must be held no later than 6 months of the due date for the election (even if the Board has previously granted a request for an extension of time for that election) ("Delayed Election"); and

- b. the next biennial Branch Committee election after the Delayed Election shall still be held by the latest Due Election Date for that biannual election as if the Delayed Election had been held on the Due Election Date.
- 22. If a Delayed Election is held, any Branch Committee member elected thereat, shall, notwithstanding clause 15.4 of the Constitution, only hold office until the AGM following the next biennial elections of MEAL Committee Members and Officers.
- 23. The Company Secretary may delegate any powers, functions or responsibilities under this By-law to another staff member of the Master Electricians Australia Association.
- 24. A reference to a Member in this By-law means a current financial Member of Master Electricians Australia.

This By-law is made pursuant to the Constitution of Master Electricians Association Limited and approved by the Board on 16 June 2026.