

# Election Notice

## Richmond Club Ltd

### 2023 Election of the Board of Directors

#### Nominations

Nominations are invited on and from **Wednesday 1 November 2023** for:

- **Chairperson**
- **Vice Chairperson**
- **4 Ordinary Board Members**

Only financial Ordinary members (other than Junior members) or Life members of Richmond Club are entitled to nominate as candidates.

Nominations shall be in writing, signed by the candidate and at least 2 Financial Ordinary members (other than Junior members) or Life members of the Club (other than candidates) and must comply with the Club's Constitution, By-Laws and any relevant directions given by the Returning Officer.

Candidates and nominators must be financial members of the Richmond Club as of **Wednesday 1 November 2023**. No eligible member shall nominate more candidates for any position than the number to be elected for each position.

Candidates may nominate for more than one position but may only be elected to one position. Any candidate elected to a higher position will be excluded from subsequent ballots.

Candidate Nomination and Candidate Profile Forms are available from:

- NSW Electoral Commission's website at [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au);
- Richmond Club, 6 E Market Street, Richmond NSW 2753, telephone (02) 4578 1144

#### Lodgement of nominations

Completed Nomination Forms and Candidate Profile Forms must be received by the Returning Officer, NSW Electoral Commission no later than **5.00pm, Monday 20 November 2023**. A nomination can only be withdrawn by a written, signed statement received by the Returning Officer prior to the close of nominations. Any anomaly in the Nomination Form or Candidate Profile Form must be rectified before this time.

Nominations may be lodged:

- by email: [ballots@elections.nsw.gov.au](mailto:ballots@elections.nsw.gov.au) or
- by post: PO Box 693 Grosvenor Place NSW 1220; or
- by hand: NSW Electoral Commission, Level 3, 231 Elizabeth Street Sydney

**Note:** Visitors to the NSW Electoral Commission (NSWEC) are by appointment only. To ensure a NSWEC staff member is in attendance and to gain access to the office, please make an appointment via email to: [ballots@elections.nsw.gov.au](mailto:ballots@elections.nsw.gov.au) or telephone 1300 135 736.

## Candidates Profile forms

Candidates must submit a Candidate Profile Form, including a passport size photograph of themselves, to the Returning Officer by the close of nominations **5.00pm, Monday 20 November 2023** which will be displayed on the Club Notice Board following the close of nominations and during voting. The wearing of Club Apparel and Club Logos are not permitted in the photograph.

## Ballot paper draw

If the election is contested a draw to determine the order of candidates' names on the ballot paper will be conducted at the NSW Electoral Commission, Level 3, 231 Elizabeth Street Sydney at **10.30am, Tuesday 21 November 2023**. Candidates or their representative are invited to witness the draw via Teams. For access to Teams, please email to: [ballots@elections.nsw.gov.au](mailto:ballots@elections.nsw.gov.au).

## Voting at the Club

If an election is necessary, voting will be conducted at the Club at the following times:

Date	Times
Thursday 7 December 2023	1.30pm to 3.30pm; 4.00pm to 8.00pm
Friday 8 December 2023	1.30pm to 3.30pm; 4.00pm to 8.00pm
Saturday 9 December 2023	1.30pm to 3.30pm; 4.00pm to 8.00pm
Sunday 10 December 2023	1.30pm to 3.30pm; 4.00pm to 8.00pm

The method of voting to be observed for this election will be First Past the Post using numbers. Members must number every square for each position.

The count will be conducted at the Club at **9.00am, Monday 11 December 2023**

## How to vote material

No member, including a candidate or any party acting on behalf of a candidate, shall issue or distribute within the Club's premises (including the car park), any "how to vote" ticket or any written material advocating either for or against the election of any candidate or candidates for the Board of the Club.

No "how to vote" material shall state expressly and/or impliedly and/or by identification or by inference that the Club supports any candidate and/or group of candidates.

## Annual General Meeting

The Annual General Meeting of the Club will be held at the Club on **Wednesday 13 December 2023**.

## Enquiries

Any enquiries concerning this election should be directed to Paul Chesher at the NSW Electoral Commission, telephone 1300 135 736 or email at [ballots@elections.nsw.gov.au](mailto:ballots@elections.nsw.gov.au)

Diana Kosseifi  
Returning Officer  
**NSW Electoral Commission**