



# AusSeabed Steering Committee Election Standard Operating Procedure

Version 3

30.04.2024

## Nominations open

Nominations for new AusSeabed Steering Committee members will be sought via the AusSeabed mailing list, the AusSeabed Newsletter and website, and through Steering Committee member social media channels.

Organisations that nominate must commit the support required for their representative to attend and participate in Steering Committee meetings (two virtual, one face-to-face per year), complete duties that may arise from meetings, and potentially participate in a Working Group.

To apply, the nomination form and skills matrix will need to be completed and emailed to [ausseabed@ga.gov.au](mailto:ausseabed@ga.gov.au) by close of business on the nomination closing date.

The Standing Member organisations (Geoscience Australia, the Australian Hydrographic Office, and CSIRO) are not required to put forward nominees, as they have a position on the Committee in perpetuity and internally nominate their representative to take part on the Committee.

## Nominations close

Nominations remain open for a minimum two-week period.

## Immediate appointment

Should the number of nominations in a sector (academic, industry, state government, federal government, international, or Early Career Ocean Professional) be equal to or less than the number of positions available, the nominees will be directly appointed to the committee. If no nominations are received for a sector, the call for nominations will be extended by a week and existing Steering Committee members will invite suitable candidates to apply. If insufficient nominations are received during the extended call for nominations, the Chair may offer membership directly to eligible entities (pending approval by the Steering Committee).

## Voting opens

When the number of nominations in a sector exceeds the number of positions available, the membership will be decided by community vote.

Voting is restricted to organisations active within the seabed community. Individuals who are not affiliated with a particular organisation but are active within the AusSeabed community are eligible to vote but may be contacted by the secretariat to confirm their lack of affiliation. Each organisation is restricted to one vote. Where an organisation submits more than one vote, the AusSeabed project officer will contact voters within that organisation to align preferences.

Voting is arranged by sector. For a valid vote, all nominees in that sector must be ranked according to preference, 1 being the highest preference. Numbers should only appear once in each sector's vote. If the project officer identifies errors in a vote, they will contact the voting organisation to recast that vote.

The secretariat will tally the results to determine the successful candidates. All nominees will be advised of the election results prior to the announcement of appointments to the wider community.

## Confidentiality and tied votes

Votes will only be seen by the AusSeabed project officer, who is responsible for the voting process. This officer is not a member of the AusSeabed Steering Committee and is excluded from involvement in Geoscience Australia's vote.

If two candidates receive the same number of votes, the project officer will count the Steering Committee Chair organisation's vote twice.

## Voting abstentions

Where an organisation (or unaffiliated voter) identifies an actual or perceived conflict of interest within a sector, they may choose to abstain from voting for that sector or from the entire election. Please notify the AusSeabed project officer ([ausseabed@ga.gov.au](mailto:ausseabed@ga.gov.au)).

## Voting closes

Voting will remain open for a two-week period.

## Elected appointments

The AusSeabed project officer will tally the results and the successful candidates will be offered general membership on the Committee for a term of three years.

All candidates will be advised of the election results before announcement of appointments to the wider community via AusSeabed communication channels. Tallyed results will remain confidential.

## Induction and official welcome

Newly appointed general members will be inducted by the Chair and secretariat prior to their first Steering Committee meeting. They will be officially introduced to the wider community via AusSeabed communication channels.