



AUS
SEABED



AusSeabed Steering Committee

General Election Process: Standard of Procedure

Version 1 prepared April 2020 by Aero Leplastrier and Hannah Evans

Background

The AusSeabed Steering Committee (the Committee) has been established to provide an effective representative governing body of the AusSeabed program. Membership consists of an equal and fair representation of the various sectors that participate in the AusSeabed initiative. Committee membership is assigned to the entity rather than the individual.

Specifically, the 13 members consist of:

- Three standing members:
 - Geoscience Australia
 - Australian Hydrographic Office
 - The Commonwealth Scientific and Industrial Research Organisation
Marine National Facility
- Up to nine other national general members to represent the sectors that participate in the AusSeabed initiative in Australia (e.g., government, university, industry)
- One position for an international member of the seabed mapping community.

Roles and Responsibilities

The role of the Committee is to provide strategic direction and leadership in guiding AusSeabed to best achieve the vision for national bathymetric data of 'collect once, use many times'. The Committee will work to promote AusSeabed across all seabed mapping sectors and data users as well as encourage sharing of technical knowledge, data, and resources. It is expected that Committee representatives will:

- Hold as their primary responsibility the success of AusSeabed
- Bring the perspectives and priorities of their organisation and, more broadly, the sector of the seabed community they represent (e.g. marine survey; fisheries management; marine environmental management)
- Attend and prepare for meetings, including proposing agenda items for meetings and nominate a proxy when unable to attend

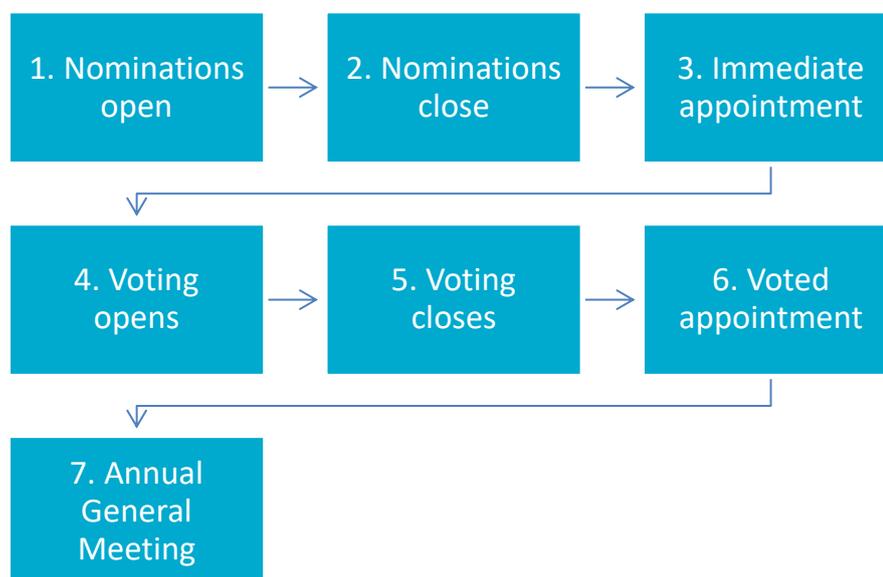
- Facilitate the collation and review of feedback or progress on initiatives from their respective sectors, as required by the Committee, in a timely fashion
- Facilitate the acquisition of advice from experts within their workplace and sectors in support of AusSeabed objectives and specific projects.

Term Length

General membership in the Committee will be for a maximum period of two years. At the end of this term, members can renominate for continued service during the nomination process. The exception will be the tenures of the inaugural general committee members. These will be either a one-and-a-half year or a two-and-a-half year term to establish a staggered renewal process to ensure continuity between committees going forward.

Members of the Committee may withdraw from service at any time and must notify the Committee Chair, in writing. A decision will then be made by the Chair and Vice-Chair on whether an election will be held immediately, or deferred, until the next call for committee renewal. Where a resignation leads to the vacancy of an internal role on the Steering Committee, the Chair and Vice-Chair can, with the support of the Committee, make an acting appointment for a role of office (Chair, Vice-Chair, Secretariat) until such time as an election can be held. Appointments to theme leader positions can be made at any time under the proviso that the Committee support the appointment.

Election Process



1. Nominations open | Two months prior to Annual General Meeting (AGM)

When required, nominations for new members will be sought via the AusSeabed representatives' mailing list, the AusSeabed Newsletter and on the AusSeabed website.

Organisations that are interested in nominating themselves must be able to commit the support required for their representative to attend and participate in the annual Steering Committee meeting, complete duties that may arise from that meeting (such as engage with other partners from their sector, etc.), and attend the annual general workshop and annual general meeting.

To apply, the following information must be emailed to AusSeabed@ga.gov.au by the closing date:

1. The organisation name
2. The number of AusSeabed meetings/workshops the organisation has attended
3. Who from the organisation will act as the representative in the Committee
4. Whether or not the organisation agrees to support their representative in the Committee (flights to meetings, accommodation, etc.)

5. 75 words or fewer on why the organisation should help lead AusSeabed on the Steering Committee

The standing member organisations are not required to put forward their nominees, as they have a position on the Committee in perpetuity and internally nominate their representative to take part on the Committee.

2. Nominations close

Nominations remain open for a two week period.

3. Immediate appointment | Five weeks prior to the AGM

Should the number of nominations in a sector be equal or less than the number of positions available, appointments to the Committee can be made without going to a vote. In the event that no nominations are received for a sector, the call for nominations will be extended by a week and the Committee will email suitable candidates inviting them to apply. If insufficient nominations are received during the extended call for nominations then the Chair can offer membership directly to eligible entities (pending the Committee's approval).

4. Voting opens | Five weeks prior to the AGM

Should the number of nominations in a sector exceed the number of positions available, then Committee members representing that sector will be decided by community vote.

If an entity believes that their vote presents a legitimate conflict of interest or transparency issue, they are to contact ausseabed@ga.gov.au to request an exemption. As current Chair agency will conduct the voting process, they will abstain from the vote. In all other circumstances voting is considered compulsory.

Each AusSeabed partner entity is entitled to one voting submission. Any duplicate submissions will be discounted. Voting consists of assigning each nomination a preference number, with 1 being the highest preference. Each number should only appear on the voting form once. Votes that assign duplicate numbers will be discounted.

5. Voting Closes

Voting remains open for a two week period.

6. Final appointments | Two weeks prior to the AGM

The Chairing Agency will tally the results and the entities with the lowest scores (to reflect the numbered preferential system) are offered general membership on the Committee, dependent on the number of positions available.

No scores from the nominations will be published in any way at the conclusion of voting.

All entities will be advised of the election results via email prior to the announcement of appointments to the wider community via AusSeabed's communication channels.

7. Annual General Meeting

Newly appointed general members will attend a Steering Committee meeting in the days preceding the AGM to help finalise workshop and meeting details before being officially introduced to the wider community at the AGM.