

AMSANT Rules for the Election of NACCHO Elected Directors

**Aboriginal Medical Services Alliance Northern Territory Aboriginal Corporation (AMSANT)
Rules for the Election of NACCHO Elected Directors – September 2026**

1. Purpose

1.1 These Rules establish the procedures for the conduct by AMSANT of the Northern Territory election of nominees for the position of Elected Director of the National Aboriginal Community Controlled Health Organisation (NACCHO) Board.

1.2 These Rules are intended to provide a fair, transparent, impartial and accessible election process for eligible NACCHO Member organisations in the Northern Territory.

1.3 The election will be conducted in accordance with:

- a. the NACCHO Constitution adopted on 7 May 2025;
- b. the NACCHO Members' 2026 Board Election Guide;
- c. the NACCHO 2026 Board Election Notice and approved application form; and
- d. these Rules.

1.4 If there is any inconsistency between these Rules and the NACCHO Constitution, the NACCHO Constitution prevails.

2. Role of AMSANT

2.1 AMSANT is responsible for administering the Northern Territory component of the election of Elected Director nominee/s.

2.2 AMSANT will:

- a. receive applications from applicants;
- b. verify the identity and eligibility of applicants;
- c. determine the final list of Candidates;
- d. provide eligible NACCHO Members with ballot papers and Candidate information;
- e. conduct the election using preferential voting;
- f. count and record the votes;
- g. provide the election result to NACCHO for verification; and
- h. formally advise NACCHO of the successful Northern Territory Nominee/s following verification of the count.

2.3 AMSANT must conduct the election independently and impartially and must not favour or disadvantage any Candidate.

3. Entitlement to Vote

3.1 Each current Northern Territory organisation that is a NACCHO Member is entitled to one vote in the election.

3.2 The vote must be exercised by a person authorised by the NACCHO Member organisation to vote on its behalf.

3.3 AMSANT will determine the eligibility of an organisation to vote by reference to the NACCHO membership information provided by NACCHO and/or the relevant membership records.

3.4 An organisation must not cast more than one ballot.

3.5 Where there is uncertainty concerning the voting entitlement of an organisation, AMSANT may seek clarification from NACCHO before accepting the vote.

4. Eligibility of Applicants

4.1 An applicant for the position of Elected Director must satisfy the eligibility requirements specified by NACCHO.

4.2 In accordance with the current NACCHO requirements, an applicant must:

- a. be a member of an Aboriginal Community Controlled Health Organisation (ACCHO) that is a member of NACCHO;
- b. be an Aboriginal and/or Torres Strait Islander person as determined by their ACCHO;
- c. not be an employee or Chief Executive Officer of an Affiliate;
- d. not be an employee of a Commonwealth, State or Territory Department of Health; and
- e. not be an employee of NACCHO.

4.3 The applicant must also satisfy any additional eligibility or skills requirements specified by NACCHO.

4.4 Applicants must complete the NACCHO-approved Elected Director Application Form and provide all information and declarations required by that form.

4.5 AMSANT may request additional information from an applicant where reasonably necessary to verify eligibility.

4.6 AMSANT must not accept an application unless it is satisfied that the applicant meets the applicable eligibility requirements.

5. Closing Date for Applications

5.1 Applications must be received by AMSANT by **5pm on Tuesday, 15 September 2026**, unless NACCHO formally varies the election timetable.

5.2 An application received after the closing time will not be accepted unless NACCHO has approved an extension or variation to the election timetable.

5.3 AMSANT will acknowledge receipt of each application.

5.4 The closing time must be clearly stated in all communications to applicants and NACCHO Members.



6. Verification of Applicants

6.1 From 1 September 2026 every weekday morning AMSANT will check the email address established to receive nominations. AMSANT will verify the identity and eligibility of each applicant.

6.2 Verification may include:

- a. confirmation of the applicant's membership of an eligible ACCHO;
- b. confirmation of the applicant's identity;
- c. confirmation of Aboriginal and/or Torres Strait Islander status by the applicant's ACCHO in accordance with the NACCHO requirements;
- d. confirmation of employment status where relevant;
- e. confirmation that the required application and declarations have been completed; and
- f. confirmation of any other eligibility requirement specified by NACCHO.

6.3 AMSANT will seek clarification from the applicant or their ACCHO where information provided is incomplete or unclear.

6.4 AMSANT must maintain a record of the verification process and the decision made in relation to each applicant.

6.5 An applicant who is determined not to meet the eligibility requirements must be advised of that decision and, where practicable, the reason for the decision.

6.6 Only applicants whose eligibility has been verified will become Candidates and proceed to the ballot.

7. Candidate Information

7.1 AMSANT will distribute the NACCHO-approved Candidate application information and Candidate statement to eligible voting organisations.

7.2 Candidate statements must be provided in the form and within the limits specified by NACCHO.



7.3 AMSANT must not edit, endorse or otherwise alter a Candidate's statement, except for reasonable formatting or administrative purposes.

7.4 AMSANT will provide Candidates with the same information about the election process and applicable deadlines.

8. Election Method

8.1 The election will be conducted by **preferential voting**.

8.2 Each voter must number the Candidates in order of preference.

8.3 The voter must indicate a first preference and, where required, subsequent preferences in accordance with the ballot paper instructions.

8.4 A ballot will be considered formal if it clearly expresses the voter's preferences sufficiently to enable the vote to be counted in accordance with these Rules.

8.5 AMSANT should provide clear instructions on the ballot paper explaining how preferences are to be recorded.

9. Ballot Papers

9.1 AMSANT will do a draw for positions on the ballot paper. All approved nominations will be placed in a container and names drawn in the order they will be on the ballot paper.

9.2 AMSANT will issue ballot papers to eligible NACCHO Members following completion of the eligibility verification process.

9.3 Ballot papers will be issued electronically. If requested by an ACCHO a hard copy can be provided.

9.4 The method of voting must be reasonably accessible to all eligible voting organisations.

9.5 Each ballot paper must identify:

- a. the election;
- b. the Candidates;

- c. the method of preferential voting;
- d. the closing date and time;
- e. the email address by which the ballot must be returned; and
- f. any other information necessary to ensure a valid vote.

9.5 AMSANT must maintain a record of ballot papers issued and received.

10. Voting Period

10.1 The voting period will be **14 days from the date ballot papers are issued**, consistent with the NACCHO election timetable.

10.2 For the 2026 election, voting is scheduled to close at **5pm Tuesday, 6 October 2026**. AMSANT will check the email address daily (excluding weekends) and inform the relevant ACCHO if their ballot is informal as soon as practical.

10.3 AMSANT may not extend the voting period without consultation with and approval from NACCHO where the extension would affect the NACCHO election timetable.

10.4 AMSANT should issue a reminder to eligible voters before voting closes.

10.5 If more than one ballot paper is submitted by a NACCHO member, the later date is the one admitted to the count.

11. Confidentiality of Voting

11.1 Voting must be conducted in a manner that protects the confidentiality of each voter's preferences, noting that the ballots are submitted electronically via email so are not confidential.

11.2 AMSANT officers and any person assisting with the election must not disclose how an individual voter voted.

11.3 Ballot papers and electronic voting records must be securely stored and accessible only to authorised persons.



11.4 Information identifying individual voters must not be disclosed except where required for the proper administration of the election or by law.

12. Counting of Votes

12.1 AMSANT will count the votes at **9am on 7 October** at the AMSANT Darwin office. The count will be streamed on Microsoft Teams with link sent to NACCHO members.

12.2 The count will be conducted using the preferential voting method specified by NACCHO.

12.3 The count will proceed as follows:

- a. ballot papers will be printed at 8.30am on 7 October 2026;
- b. first preference votes will be counted for each Candidate;
- c. if a Candidate receives more than 50% of formal first preference votes, that candidate will be elected as the Nominee;
- d. if no Candidate receives more than 50%, the Candidate with the fewest votes will be excluded;
- e. the votes of the excluded Candidate will be distributed according to the next available preference on each ballot;
- f. the process will continue until a Candidate receives more than 50% of the votes;
- g. where the Northern Territory has two Elected Director positions, the process will continue in accordance with the NACCHO-approved method to determine the second Nominee.
- h. in the instance of a tied vote, at any stage of the count, a draw will be conducted with the selected candidates excluded from the count. For example, if there are three candidates who receive one vote, to determine which candidate is to be excluded from the count all three names will be placed in the container with one name drawn. The drawn candidate will be excluded from the count.

12.4 Exhausted preferences will be dealt with in accordance with the applicable preferential voting methodology approved by NACCHO.

13. Scrutineers and Candidates' Representatives

13.1 Each Candidate may nominate one person to observe the counting process as a scrutineer.

13.2 A scrutineer must not interfere with the conduct of the count.

13.3 Scrutineers may observe the handling and counting of ballots and may raise questions concerning the counting process with the Returning Officer.

13.4 Scrutineers must comply with any reasonable direction given by the Returning Officer.

13.5 The presence of a scrutineer does not give that person authority to handle ballot papers or election records unless authorised by the Returning Officer.

14. Informal Ballots

14.1 A ballot may be rejected as informal where the voter's intention cannot reasonably be determined.

14.2 A ballot must not be rejected merely because the voter has made a minor error where the voter's intention is clear and the ballot can reasonably be counted.

14.3 Any question concerning the formality of a ballot will be determined by the Returning Officer.

14.4 A record should be maintained of the number of informal ballots and, where appropriate, the reason for rejection.

15. Equality of Votes

15.1 If two or more Candidates remain tied at a point in the count where the result cannot otherwise be determined, the Returning Officer will conduct a draw in accordance with clause 12.3h.

15.2 The Returning Officer must not determine a tied result by an arbitrary method unless that method has been approved by NACCHO and is consistent with the NACCHO Constitution and election process.



16. Returning Officer

16.1 AMSANT will appoint a Returning Officer to administer the election.

16.2 The Returning Officer must act independently, impartially and in accordance with these Rules.

16.3 The Returning Officer will be responsible for:

- a. administering the election timetable;
- b. receiving and acknowledging applications;
- c. overseeing eligibility verification;
- d. issuing ballot papers;
- e. receiving votes;
- f. supervising the count;
- g. determining ballot formality;
- h. resolving procedural questions; and
- i. preparing the election result for verification by NACCHO.

16.4 The Returning Officer must disclose any actual, potential or perceived conflict of interest and AMSANT may appoint another person where necessary to preserve confidence in the election.

16.5 AMSANT will appoint an officer to assist the returning officer with the administration of the election

17. Communications and Campaigning

17.1 All Candidates must be treated equally by AMSANT.

17.2 AMSANT resources, staff, mailing lists and communication channels must not be used to favour or disadvantage a Candidate.

17.3 Candidates may communicate with eligible voters about their candidacy, subject to these Rules and any reasonable campaign protocols established by AMSANT.

17.4 Candidate communications must not:

- a. contain knowingly false or misleading information;
- b. impersonate another Candidate or organisation;
- c. improperly use AMSANT or NACCHO branding;
- d. interfere with the integrity of voting; or
- e. harass, intimidate or improperly influence voters.

17.5 AMSANT may issue further campaign communication protocols to ensure that all Candidates have an equal opportunity to communicate with voters.

18. Complaints and Disputes

18.1 A Candidate or eligible voter may lodge a complaint concerning the administration of the election with the Returning Officer.

18.2 Complaints should be made in writing and should identify the issue and the outcome sought.

18.3 The Returning Officer may investigate a complaint and seek information from any relevant person.

18.4 A complaint must not delay the election unless the Returning Officer considers that the matter may materially affect the integrity or outcome of the election.

18.5 Where a matter concerns the interpretation of the NACCHO Constitution or the validity of the election process, AMSANT will refer the matter to NACCHO for determination.

18.6 The Returning Officer's decision on an administrative matter is subject to any review or direction by NACCHO under the applicable election framework.

19. Verification of the Result



19.1 Following completion of the count, AMSANT will prepare an election report setting out:

- a. the number of eligible voters;
- b. the number of ballots issued;
- c. the number of ballots received;
- d. the number of formal ballots;
- e. the number of informal ballots;
- f. the first preference results;
- g. the preference distribution and elimination results;
- h. the successful Nominee/s; and
- i. any material issues or disputes arising during the election.

19.2 AMSANT will provide the count and supporting election records to NACCHO for verification.

19.3 The successful Nominee/s will not be formally advised to NACCHO until the count has been completed and verified in accordance with the NACCHO process.

19.4 AMSANT must formally notify NACCHO of the Northern Territory Nominee/s by **17 November 2026**, unless the election timetable is varied.

20. Records

20.1 AMSANT must retain sufficient records to demonstrate that the election was conducted properly.

20.2 Records should include:

- a. applications;
- b. eligibility verification records;
- c. the final Candidate list;
- d. records of ballot papers issued and returned;

- e. formal and informal ballot records;
- f. the count sheets and calculations;
- g. complaints and decisions;
- h. the final election report; and
- i. correspondence relevant to the conduct of the election.

20.3 Election records must be stored securely and retained for a period determined by AMSANT in consultation with NACCHO.

21. Election Integrity

21.1 Any person involved in administering the election must act honestly, impartially and in the interests of maintaining confidence in the election.

21.2 No person involved in administering the election may improperly influence a voter or Candidate.

21.3 Any suspected interference, fraud, impersonation, multiple voting or other material breach of these Rules must be immediately reported to the Returning Officer.

21.4 The Returning Officer may suspend or take other reasonable steps in relation to the affected part of the election while the matter is investigated.

21.5 Serious matters must be referred to NACCHO.

22. Accessibility

22.1 AMSANT will take reasonable steps to ensure that eligible voters can participate in the election.

22.2 Voting instructions should be clear and readily understandable.

22.3 Where a voter requires reasonable assistance to participate, AMSANT should provide appropriate assistance while maintaining the confidentiality and integrity of the vote.

23. Amendment of Rules

23.1 These Rules may be amended by AMSANT where necessary to improve the administration of the election, provided that an amendment is not inconsistent with the NACCHO Constitution or the NACCHO election process.

23.2 Any material amendment should be notified to NACCHO and affected Candidates and voters as soon as practicable.

24. Interpretation

24.1 The Returning Officer is responsible for the day-to-day interpretation and application of these Rules.

24.2 Where an issue cannot be resolved under these Rules, the matter must be referred to NACCHO.

24.3 The NACCHO Constitution prevails over these Rules in the event of any inconsistency.

Schedule 1 – 2026 Election Timetable

Election activity	Date
NACCHO issues Notice	18 August 2026
Nominations open	18 August 2026
AMSANT/member organisations distribute Notice	25 August 2026
Nominations close	5pm 15 September 2026
AMSANT verifies nominations and issues ballots	22 September 2026
AMSANT to issue a reminder to voters	29 September 2026
Voting Closes	5pm 6 October 2026
Count and verification	9am 7 October 2026
AMSANT advises NACCHO of Nominee/s	17 November 2026
NACCHO circulates Nominee/s	24 November 2026
NACCHO AGM and final election	1 December 2026

The dates above are consistent with the combined NACCHO election timetable.

