

Physics Society Constitution

**Adopted February
2012**

1 General Provisions

1. The name of the society shall be the Dublin University Society of Natural and Experimental Philosophy. It may be referred to as the Dublin University Physics Society.
2. The society shall consist of ordinary members, associate members, life members and honorary members. The society alone shall have the power to elect, expel or suspend members.
3. The aim of the society shall be the furtherance of Physics, and to this end it shall endeavour to:
 - (a) encourage the study of Physics by members of the University and others.
 - (b) raise the standards of awareness of Physics and its benefits among the community at large.
 - (c) be affiliated to the Institute of Physics (IOP) and to the International Association of Physics Students (IAPS) and encourage the participation of its members in the activities of these organisations.
4. The management of the society shall be entrusted to the officers and Council.
5. Each session of the society shall extend from week 11 of Hilary term of the previous session to week 11 of Hilary term of the following year.
6. The Constitution of the society may only be added to or altered by motions passed by a four-fifths majority at a Private Business meeting or passed by two-thirds majorities at two consecutive Private Business meetings. If a motion has to be put to a second Private Business meeting, no amendment may be taken at the second meeting.
7. The Auditor or senior officer present shall be the sole interpreter of this Constitution at meetings of the society. Such interpretations shall be minuted on request, and may be appealed to the next Council meeting.
8. Only ordinary members present in person at the relevant Private Business meetings may vote on motions or in elections. To vote on a motions to amend the Constitution, in an election, or on a motion of impeachment, an ordinary member must have been entered in the attendance book for at least two Public Business meetings (as a member) or one Private Business meeting before the meeting at which the motion is voted on or the election takes place. These meetings must have taken place at least five academic days in advance of the meeting at which the member votes.
9. No decision may be made and no election may take place at an inquorate meeting.

2 Membership

1. There shall be different categories of membership of the society as follows:
 - (a) Ordinary membership
 - (b) Associate membership
 - (c) Life membership
 - (d) Honorary membership

2. Ordinary membership shall be open to all students of the College, below the level of Ph.D.. The membership fee shall be €3.00 annually, to be paid before the first of November each year. If a person fails to pay by the first of November, then he/she must re-apply for membership.

Candidates for ordinary membership shall be proposed and seconded to a Private Business Meeting, and shall be approved unless a two-thirds majority of those members present and voting oppose the proposal. To be eligible for proposal, a candidate must have paid the yearly subscription, which shall be refunded if he/she is not elected.

Ordinary members can stand and vote in elections of the society, and can use all the facilities of the society.

Ordinary members reaching Ph.D standing, or otherwise ceasing to satisfy the requirements for ordinary membership, in the course of a session shall continue to be ordinary members until the close of that session.

3. Associate membership shall be open to all staff of College, to graduate students above Ph.D. standing, and to others deemed fit by Council. The membership fee shall be €3.00 annually, to be paid before the first of November each year. If a person fails to pay by the first of November, then he/she must re-apply for membership. The Council may propose other associate members, who do not have to pay a fee, at its pleasure.

Candidates for associate membership shall be proposed and seconded to a Private Business meeting, and shall be approved unless a two-thirds majority of those members present and voting oppose the proposal. To be eligible for proposal, a candidate must have paid the yearly subscription, unless proposed by Council as a candidate not having to pay a fee, which be refunded if he/she is not elected.

Associate members may not vote on motions or in elections but have the right to attend Private Business meetings, are eligible for election as President and may use the society's room and library.

4. Life membership shall be awarded by Council, to people who have donated texts to the Library, or who have made other donations to the society.

Life members may not attend Private Business meetings or stand or vote in society elections, but may use the society's room and library.

5. Private Business meetings of the society may elect honorary members of the society from time to time, to recognise achievements in science or service to the society. The number of honorary members at any time shall not exceed 25. Honorary members may use the society's room and library.

6. A Private Business meeting may expel, or suspend for a specific period of time, any member who has damaged the society, either physically, or by bringing it into disrepute. Any member of Council or a committee who is expelled or suspended from the society shall be deemed to have resigned from any such position.

3 The President

1. The President shall be appointed at a joint meeting of the outgoing and incoming Councils, which shall take place no later than two weeks after the general election at the A.G.M.
2. The President shall generally chair Public Business meetings.
3. He/she shall assist the Council in the organisation of the activities of the society.
4. He/she may convene and chair a Private Business meeting of the society at the request in writing of one-fifth of the members of the society.

4 The Council

1. The Council shall take office in week 11 of Hilary term and shall consist of the following
 - (a) Auditor
 - (b) Secretary
 - (c) Treasurer
 - (d) Publicity Officer
 - (e) Librarian
 - (f) Trip and Ents Officer
 - (g) Two General Officers, one to be assigned special responsibility of Society Contact to the IOP/IAPS
 - (h) Class representatives - a graduate representative, representatives of the Senior Sophisters and later years, Junior Sophisters, Senior Freshmen, and Junior Freshmen, if these groups are not otherwise represented by the aforementioned positions
 - (i) Up to two ordinary members of Council who may be co-opted by the Council, but must be approved by a Private Business Meeting.
 - (j) Honorary Contrarian

The Honorary Contrarian must have previously held a position on the council of a preceding session. If no members of council of a preceding session are nominated, then nominations shall be opened to ordinary members. A two-thirds majority of the outgoing council must approve of the candidates for Honorary Contrarian.

The first seven of these shall be called the officers of the society. The seniority of officers shall be in the above order.

2. The quorum for Council meetings shall be four, provided that at least two officers are present.
3. Non-members of Council may only attend meetings of Council at the invitation of the Auditor or of Council.
4. The Council shall have the general management of all the affairs of the society on behalf of the members as it task. It shall carry our this work subject to this Constitution and to the decisions of Private Business meetings.
5. The Council shall award annually the E.T.S. Walton medal to the ordinary member who has delivered the best paper to the society during the previous session.

5 The Auditor

1. The Auditor shall generally chair Private Business meetings and Council meetings of the society.
2. He/she shall maintain an up-to-date copy of the society's constitution, and make it available to any member on request.
3. He/she shall co-ordinate the work of the other officers.
4. He/she shall be the first spokesman for the society.
5. If any office becomes vacant or falls in abeyance, he/she shall nominate a substitute to Council or a Private Business meeting to hold office until the termination of such vacancy or abeyance.
6. He/she has the right to stop any member from reading a paper to the society. In this case, he/she shall give the reasons for doing so at the following Council meeting.
7. He/she shall be a signatory on the society's account and shall hold a key to the society's room.

6 The Secretary

1. The Secretary shall carry out the general correspondence of the society.
2. He/she shall maintain a list of the members of the society during each session.
3. He/she shall take minutes at meetings of Council, Private Business meetings, to be presented at the following meeting. Such minutes shall be made available to members. He/she shall ensure that no account of the society's private proceedings shall be available to strangers.

4. He/she shall call meetings of Council and of the society at hihe/she discretion. However, he/she shall call a Council meeting on the written request of four members of Council, and shall call a Private Business meeting of the society on the written request of ten members of the society or at the request of Council. Public or Private Business meetings shall be called at least three academic days in advance.
5. He/she shall table all motions received at least two academic days in advance of a Private Business meeting at that meeting.
6. He/she shall be responsible for arranging papers to be presented at Public Business meetings of the Society, and to provide a Chair and speakers for such meetings.
7. He/she shall make any other necessary arrangements for meetings of the society or of Council.
8. He/she shall ensure that the names of those attending meetings of the society, together with the nature and date of the meeting, shall be inscribed in a book for this purpose, called the attendance book.
9. He/she shall be a signatory of the society's account and shall hold a key to the society's room.

7 The Treasurer

1. The Treasurer shall be responsible for the management of the finances of the society, subject to the financial provisions in this Constitution, and to decisions of Private Business meetings and Council.
2. He/she shall collect subscriptions, fees for the use of the society's lockers, fines levied (except library fines) and be responsible for all other monies received by the society.
3. He/she shall produce accounts for the session to the Annual General Meeting, which shall be audited by the Officers' Conduct Committee. Interim accounts for the session to the end of the Michaelmas Science Lecture term shall be produced for the first private Business meeting in the Hilary term. Council may request interim accounts at other times. Each set of accounts shall consist of a Receipt and Payments account, an Income and Expenditure account, and a Balance Sheet.
4. He/she shall present a budget for the session to the Council not later than the end of the fifth week of the Michaelmas Science lecture term, for its approval. The budget approved by Council shall be put to a Private Business meeting within two weeks for its approval.
5. He/she shall apply for grants for the society. He/she shall seek other sponsorship for the activities of the society.

6. He/she shall be a signatory of the society's account and shall hold a key to the society's room.

8 The Publicity Officer

1. The Publicity Officer shall be responsible for informing members of any meetings and events organised by the society.
2. He/she must publicise Public and Private Business meetings of the society at least three days in advance. The minimum publicity for the decisions of a Private Business meeting to be valid is one poster of at least A3 size displayed on a prominent noticeboard in the Physics Department, the Hamilton Building and any two of the Chemistry Building, the museum building, the Maths Department and the Arts Block.
3. He/she shall be responsible for the upkeep of the societies website and any social networking sites.

9 The Librarian

1. The Librarian shall be responsible for the general running of the society's library.
2. He/she shall acquire texts for the Library, as decided by Council or Private Business meeting.
3. He/she shall maintain a catalogue of the holdings in the Library. For each text, he/she shall note the date of acquisition and how it is acquired.
4. He/she shall record any loan of texts made to members, and shall make it possible for members to reserve books which are on loan.
5. He/she shall collect library fines.
6. He/she shall exercise such other powers, as are vested in her/him by this Constitution.
7. He/she shall be responsible for the maintenance and general supervision of the society's room.

10 Trips and Ents Officer

1. To work with the other members of council to plan, organise and deliver entertainment and activities throughout the year.
2. To work with the other members of council to plan, organise and attend all and any trips throughout the year.

3. To ensure that all events, activities and trips are run in accordance with college policies and procedures, particularly in respect of Health & Safety.

11 General Officers

1. They shall fulfil the duties of any council member who is temporarily unable to do so, in line with the wishes of the other officers, other than those of the treasurer, whose duties shall be entrusted to the auditor or the secretary.
2. One officer shall also act as the society's contact to the IOP and IAPS. He/she shall keep up to date with any events the IOP/IAPS are to host and shall pass this information to the secretary and publicity officer in order to relay the information to all members of the society.

12 Representatives

1. These shall inform their constituents of meetings and other activities of the society regularly.
2. They shall inform their constituents of important decisions of Council and Private Business meetings. Where possible, they shall represent the views of their constituents at Council meetings.
3. They should be available to help with the organisation of society events, as directed by Council.

13 Honorary Contrarian

1. He/she shall ensure that the other members of the council uphold an acceptable level of conduct and fulfil their duties to the society.
2. He/she should refer to the council, in the case of misconduct and/or failing of duties of any member of council.
3. He/she shall offer an opposite point of view to all topics at private/public business meetings to insure a full depth of thinking and discussion is given to all issues regarding the society.

14 Meetings of the Society

14.1 Public Business Meetings

1. The Chair at Public Business meetings shall be taken by the President, an honorary member of the society, the Auditor or a member of the society appointed by the Secretary. The Chair shall be the immediate interpreter of all questions as to law and order, such interpretations to be recorded in the

minutes on request, and to be subject to the decisions of Council. He/she shall have the power to inflict fines for breaches of the Constitution.

2. The quorum shall be any six members of the society.
3. The order of proceedings at a Public Business meeting shall be as follows:
 - a) After the Chair has been taken, the minutes of the last Public Business meeting of the society shall be read by the Secretary, and after any objections to their accuracy have been decided upon, they shall be signed by the Chair.
 - b) The speaker shall deliver the paper.
 - c) The speaker may answer questions on the subject of the paper.
 - d) There shall be a vote of thanks to the person delivering the paper, and he/she shall have the right to reply.
 - e) The Chair shall sign the attendance book and close the meeting.
4. The primary Public Business meeting of each Session shall be called the Inaugural Meeting of the Session, and shall take place no later than one week before the Annual General Meeting of the current session.
5. Standing orders for Public Business meetings shall be specified in Schedule 1.

14.2 Private Business Meetings

1. The Chair at Private Business meetings shall be taken by the President (in the case specified in Chapter 4, Article 2), the Auditor or an officer falling in the order of precedence in Chapter 8, Article 1, or a member of the society appointed by the Secretary. The Chair shall be the immediate interpreter of all questions as to law and order, such interpretations to be recorded in the minutes on request, and to be subject to the decisions of Council. He/she shall have the power to inflict fines for breaches of the Constitution.
2. The quorum shall be any six members of the society.
3. The order of proceedings at a Private Business meeting shall be as follows:
 - a) After the Chair has been taken, the minutes of the last Private Business meeting of the society shall be read by the Secretary, and after any objections to their accuracy has been decided upon, they shall be signed by the Chair.
 - b) Matters arising from the minutes.
 - c) Candidates for membership proposed, and ballot for membership if necessary.
 - d) Communications to the Society.
 - e) Reports from Officers.
 - f) Reports from Council, including minutes of the Council meetings not previously tabled at a Private Business meeting.
 - g) Reports from Committees.

- h) Nominations and Elections.
- i) Reading over of fines from previous Private Business meetings, and any intervening Public Business meeting.
- j) Motions to be discussed.
- k) Question time.
- l) Attendance book to be signed by the Chair, who shall then close the meeting.

4. Standing orders for Public Business meetings shall be specified in Schedule 1.

14.3 Annual General Meeting

1. The annual General Meeting (A.G.M.) shall take place at a convenient time on a lecture day between week 8 and week 10 of Hilary term. It shall be advertised at least one week in advance by means of poster of at least A3 size on at least five noticeboards in the College, on which mention shall be made of the agenda.
2. The quorum for the Annual General Meeting shall be ten members, and the meeting shall be closed to members other than ordinary or associate members.
3. The agenda for the Annual General Meeting shall be:
 - a) Minutes of the previous Annual general Meeting.
 - b) Matters arising from the minutes.
 - c) Annual reports from the officers. The secretary's report shall consist of an account of the society's activities for the session, and the members of the Council. The treasurer's report shall include the presentation of the accounts for the session, and a summary of the state of the finances of the society.
 - d) Reports of the Officers' Conduct Committee. It shall be consist of three members elected by the Private Business meeting at which the nominations for the elections to offices at the A.G.M are opened, who shall elect a Chair from among their number. The shall enquire into the conduct of the officers of the society for the session, and shall audit the annual accounts produced by the Treasurer, and produce a report on these matters. Any officer receiving the thanks of the society in the Officers' Conduct report adopted by the A.G.M. shall be deemed an honorary member of Council, and may attend its meetings, while he/she is a member of the society.
 - e) Annual reports from other committees of the society.
 - f) Closing of nominations for elections to offices and class representatives, and holding of elections.
 - g) Motions
 - h) Nominations and Elections.
 - i) Reading over of fines from previous Private Business meetings, and any intervening Public Business meeting.
 - j) Motions to be discussed.
 - k) Question time.

l) Attendance book to be signed by the Chair, who shall then close the meeting.

4. Standing orders shall be as for Private Business meetings.

15 Fines

1. Any member of the society who, in the opinion of the Chair, commits a breach of order at a meeting of the society or of Council shall be liable to a fine of €1.00.
2. Any member offending against Library rules shall be liable to a fine of €1.00 imposed by the Council.
3. Any officer who, in the opinion of the Chair, shall have neglected his duties shall be fined €1.00 for each offence.
4. Fines made since the beginning of the previous Private Business meeting shall be read over at each Private Business meeting, except for Library fines. Such fines shall be due to be paid after that time, unless remitted.
5. The Council shall have the power to inflict a fine not exceeding €10.00, in addition to the cost of any material damage done, on any member whom it deems guilty of conduct injurious to the society. Such fines shall be reported at the following Private Business meeting, but shall require a two-thirds majority for remission of the fine.
6. Any person who is indebted to the society, by failing to pay monies due under the Constitution, or due as a result of Constitutional actions, of an officer, shall not be eligible to stand for any office, for Council or any committee, and shall not be eligible to vote in any elections, while his/her debt is unpaid.

16 Finances of the Society

1. The society shall be a non-profit making organisation run for the benefit of its members. It shall endeavour not to make losses, and to keep its net current worth at a small positive amount. Nothing in this article shall prevent the society building a reserve for some specific purpose approved by Council or a Private Business meeting.
2. The society shall have a bank account. The signatories of the account shall be the Auditor, Secretary and Treasurer. Additional signatories may be appointed by a two-thirds majority at Council or a simple majority at a Private Business meeting for a specific length of time not exceeding three months.
3. Only a signatory may hold the chequebook, which will normally be held by the Treasurer.

4. The Auditor, Secretary, and Treasurer shall hold keys to the society's cash box.

17 The Library

1. The society shall maintain a library of texts in the society rooms. These texts will include books and journals on physics and other areas of science.
2. All loans are made only after the Librarian has taken all reasonable steps to inform the borrower of the conditions of loan and the penalties for violation these conditions.
3. The texts held in the library shall generally be available for reading to all members, when the society rooms are open.
4. Some texts held by the society will be available for lending to members. The Librarian may see fit to deem some books journals held in the library unavailable for borrowing.
5. All books must be returned two weeks after the date of borrowing, except books borrowed 13 days before commencement of Christmas Break. In the latter case books must be returned at the end of first week of the following term. All books borrowed must be returned by the last day of the fourth week of examinations.
6. The Librarian may, at his discretion, but subject to decisions of Council and Private Business meetings, permit non-members to read the texts in the Library or lend texts to non-members, particularly staff and students of the University. The terms of borrowing shall be at the discretion of the Librarian, subject to Article 4 of this Chapter.
7. Not more than 3 texts may be borrowed from the library by any one person at the same time, except at the Librarian's discretion.
8. A fine of €0.50 will be imposed for each academic day or part thereof that a book is overdue. This will be subject to a maximum of the replacement value of the text.
9. If a text is lost or damaged while out on loan, then the borrower must pay for the repair or replacement of the text with an equivalent copy.
10. The Council or a Private Business meeting shall have the right to ban from using the Library any individual who it feels has grossly abused the library or any texts held by it, or refused to abide by these rules.

18 Elections

1. Only associate members may hold the office of President.
2. The general election of officers for the following Session shall take place at the Annual General meeting. Nominations shall be opened at a Private Business meeting taking place no earlier than three weeks and not later than one week before the A.G.M. Only ordinary members who have attended at least three meetings of the society during the current Session, or all the meetings to date in the current Session, not including the meeting at which the election takes place, may stand for an office.
3. The election of the class representatives for the following Session shall take place at the Annual general Meeting, except for the Junior Freshman representative, who shall be elected at a Private Business Meeting in the Michaelmas Science lecture term, occurring no earlier than two weeks and no later than four weeks into science lecture term. Nominations shall be opened at a Private Business meeting taking place no earlier than three weeks and no later than one week before the A.G.M.. Nominations for Junior Freshman representatives shall be opened at the beginning of the Michaelmas term. Only ordinary members in each constituency are entitled to stand and vote in the election of the representative for that constituency.
4. The nomination and election of members of other committees of the society shall take place when such committees are set up. Only ordinary or associate members may hold positions on such committees.
5. By-elections shall take place when an office or representative position on Council becomes vacant. Nominations shall be opened at the opened at the Private Business meeting following the vacation of the office, and the election shall take place at a Private Business meeting no earlier than one week after the opening of nominations and no later than two weeks after the opening of nominations except if the Council directs that the election takes place later than two weeks for some reason which must be presented at the following Private Business meeting.
6. All elections shall be administered by two returning officers, appointed for each election at the Private Business meeting at which nominations for the positions are opened. They may have no personal interest in the election (i.e. they may not be candidates in the election, or campaign for any candidate in the election). They shall be responsible for the running of the election, in accordance with the rules in Schedule 2.
7. All Elections shall be carried out using the system of proportional representation by means of the single transferable vote. The method for counting of votes is contained in Schedule 2.

19 Regulations and Impeachments

1. Any officer, member of Council, or member of any committee may resign in writing to the Council, generally through the Secretary.
2. Any officer, member of Council, or member of any committee shall be impeached from such position or positions on the passing of a motion to impeach him/her by two-thirds majority at two consecutive Private Business meetings.
3. Any officer or member of Council who fails to attend two consecutive Council meetings without an adequate excuse acceptable to Council shall *ipso facto* deemed to have resigned.
4. Any elected member of a committee who fails to attend two consecutive meetings of the committee without an adequate excuse acceptable to the committee shall be *ipso facto* deemed to have resigned from the committee.
5. Any member of Council who clearly fails to carry out his/her duties will have an impeachment motion brought against him/her at the next Public Business meeting, proposed in the name of all of the other members of Council.

Schedule 1: Standing Orders

1. The Chair shall allow at his/her discretion matters to be discussed as they arise.
2. Any member wishing to speak shall rise to his feet and address the Chair.
3. Motions
 - a) Notice of motion shall be given by posting the motion in question, together with the names of the proposer and seconder, on the Society's notice board at least two days before a general meeting.
 - b) No motion or notice of motion can be withdrawn without obtaining the leave of the society.
 - c) A motion rejected by the society cannot again be brought forward during the same Session unless a motion for leave be granted.
 - d) The Chair shall have the right of refusing any motion, that is, in his/her opinion, frivolous or improper. A privileged motion, if refused, may be re-introduced at that meeting if the proposer obtains the signatures of a majority of the members present as supporters of the motion.
 - e) After the proposing speech, members may submit amendments. Amendments shall be discussed one at a time. If the proposers accept an amendment, there shall be no discussion on the amendment. If the proposers feel that the amendment alters the spirit of the motion, the

amendment will not be discussed until a vote has been taken on the original motion. In discussing a motion or amendment, there shall be an equal number of motions for and against. The proposer of an amendment shall have the right to sum up the discussion on that amendment. The proposer of an unamended motion shall have the right to sum up before the final vote. For an amended motion, the proposer of the last successfully debated amendment shall have the right to sum up before the final vote. A Point of information may be raised if the speaker is willing to give way and must consist of information offered to and/or requested from the speaker. Points of information must be brief (not more than about 14 seconds). If there are no further speakers on a motion or amendment, then the motion or amendment will go straight to a vote.

4. The following shall be deemed privileged motions, and may be proposed and seconded by members at any time without previous notice:
 - a) That the Meeting be adjourned.
 - b) That a Standing Order be suspended.
 - c) That Speakers be or be not heard.
 - d) That leave of absence be granted.
 - e) That the Chairperson do leave the Chair and that some other named person do take it.
 - f) That the motion be now put.
 - g) That a vote of thanks, congratulations, or sympathy be passed.
 - h) That the House resolve itself into Committee.
 - i) That the motion before the House be withdrawn
 - j) That the Motion before the House be split into parts as decided by the proposers.
 - k) That the Motion before the House be referred to a specific body and/or a specific time.
 - l) That the fine be remitted.

Privileged motions shall take precedence over all other business, except points of order. Only privileged motions may be put to a Public Business meeting.

5. A point of order may be made to the Chair regarding the running of the meeting, to which the Chair should make a ruling. Point of order shall take precedence over all other business.
6. The House when resolved into Committee shall discuss the matter for which it was so resolved.

Schedule 2: Election Regulations and Rules for the Counting of Votes

Election Regulations

1. Candidates must be proposed and seconded by ordinary members, and must accept their nomination before the election.
2. A member may propose or second at most one person for any particular position on Council
3. The candidates shall be made known to the electorate at the meeting at which the election takes place. All candidates shall be entitled to speak to the meeting in advance of the voting.
4. The excessive use of posters, manifestos and fliers, as determined by the returning officers, is prohibited.
5. Stalls will not be permitted for the purpose of campaigning.
6. A candidate may no under any circumstances give gifts to potential voters.
7. Personal slurs on other candidates will under no circumstances be tolerated.
8. The returning officers will ensure that the elections are run fairly. If in the event of repeated complaints, unheeded warning or instructions, they feel that a particular candidate is acting in contravention of these rules, they may strike a candidate's name from the ballot paper.

Any complaints received by the returning officers in connection with any campaigning will be investigated and acted upon. The returning officers should not be hampered in any way by candidates or their canvassers.

Rules for the Counting of Votes in Elections

1. Each ballot paper shall be deemed to be of the value of one thousand.
2. (a) The returning officers shall cause the ballot papers be arranged in parcels according to the first preferences recorded for each candidate, rejecting any ballots that are invalid.

(b) The returning officers shall then count the number of papers in each parcel, and credit each candidate with the value of valid ballot papers on which a first preference has been recorded for such candidate, and they shall ascertain the full total value of all valid papers.
3. The returning officers shall arrange the candidates on a list, called the order of preferences, in the order of the number of first preferences recorded for

each candidate, beginning with the candidate for whom the greatest number of first preferences is recorded. If the number of first preferences recorded for any two or more candidates (hereinafter called "equal candidates") is equal, the returning officers shall ascertain the number of second preferences recorded on all the ballot papers for each of the equal candidates, and shall arrange the equal candidates as amongst themselves on the order of preferences in the order of the second preferences recorded for each such candidate, beginning with the candidate for whom the greatest number of second preferences is recorded. If the number of the first and second preferences recorded for any two or more candidates is equal, the returning officers shall in like manner, ascertain the number of third preferences recorded on all the ballot papers for each of the such last mentioned equal candidates, and arrange such candidates on the order of preferences accordingly, and so on until all the candidates are arranged in order on the order of preferences. If the number of first, second, third and all other preferences recorded for any two or more equal candidates is equal the returning officers shall determine by lot the order in which such candidates are to be arranged on the order of preferences.

4. The returning officers shall then divide the full total value of all valid papers by a number exceeding by one the number of vacancies to be filled. The result increased by one any fractional remainder being disregarded, shall be the value of votes sufficient to secure the election of a candidate. This number is herein called the "quota".
5. If at the end of any count the number of votes credited to a candidate is equal to or greater than the quota, that candidate shall be deemed to be elected.
6. (a) If at the end of any count the number of votes credited to a candidate is equal to or greater than the quota, that candidate shall be deemed to be elected.
(b) The surplus shall be divided by the total value credited to the elected candidate. The value of each ballot paper of the elected candidate shall be multiplied by this factor, and this shall be the new value of the paper.
(c) Each paper shall then be transferred to the continuing candidate indicated thereon as the voter's next preference. A separate parcel of non-transferable papers shall be made.
(d) The value of the papers transferred to each of the continuing candidates, and of the non-transferable papers, shall be ascertained. The total value of the papers transferred to each of the continuing candidates shall be added to the value credited to those candidates.
(e) The returning officer shall transfer surpluses in the order of the count at which they arise except that:
 - 1) The returning officer need not necessarily transfer the surplus of an elected candidate when that surplus, together with any other surplus not transferred, is less than both the difference between the quota and the value credited to the highest continuing candidate and the difference between the number of votes credited to the two lowest continuing candidates.

- 2) If there are two or more surpluses, the greatest of such surpluses shall be first transferred without regard to the count at which it arose.
- 3) When two or more surpluses arise from the same count the largest shall be first dealt with and the others shall be dealt with in the order of the magnitude.
- 4) If two or more candidates have each an equal surplus arising from the same count, the surplus of the candidate credited with the greatest value at the earliest count at which the values credited to those candidates were unequal shall be the first dealt with. Where the value of votes credited to such candidates were equal at all counts, the surplus of the candidate highest in the order of preferences shall be the first dealt with.

7.
 - (a) If at any time no candidate has a surplus (or when under the preceding Rule an existing surplus need not be and is not transferred), and one or more vacancies remain unfilled, the returning officers shall exclude the candidate credited with the lowest value, and shall examine the papers of that candidate. The transferable papers shall be arranged in sub-parcels according to the next available preferences recorded thereon for continuing candidates, and each sub-parcel shall be transferred to the candidate for whom that preference is recorded, and a separate sub-parcel of non-transferable papers shall be made. The total value of the votes in each sub-parcel shall be ascertained, and these values added to the value of votes credited to the candidates to whom the sub-parcels were transferred.
 - (b) If the values credited to the two or more lowest candidates together with any surplus not transferred is less than the value credited to the next highest candidate, the returning officer may in one operation exclude those candidates and transfer their votes in accordance with paragraph (a) of this rule.
 - (c) If, when a candidate has to be excluded under this rule, two or more candidates are each credited with the same value and are lowest, the candidate credited with the lowest values of votes at the earliest count, beginning with the first, at which the values of votes credited to the candidate were unequal, shall be excluded and, where the values credited to those candidates were equal at all counts, the candidate lowest in the order of preference shall be excluded.
8. If after any transfer a candidate has a surplus, that surplus shall be dealt with in accordance with and subject to the provisions contained in Rule 6 before any other candidate is excluded.
9.
 - (a) When the number of continuing candidates is equal to the number of vacancies remaining unfilled, the continuing candidates shall thereupon be deemed to be elected.
 - (b) When only one vacancy remains unfilled, and the votes credited to some one continuing candidate exceed the total of all the votes credited to the other continuing candidates, together with any surplus not transferred, that candidate shall thereupon be deemed to be elected.
 - (c) When the last vacancies can be filled under this Rule, no further transfers need be made.

10. Any candidate or hihe/sher election agent may, at the conclusion of any count, request the returning officers to re-examine and recount all or any of the papers dealt with during that count, and the returning officers shall forthwith re-examine and recount accordingly the papers indicated. The returning officers may also at their discretion recount papers either once or more often in any case in which they are not satisfied as to the accuracy of any count; Provided that nothing herein shall make it obligatory on the returning officers to recount the same parcel of papers more than once.

In these rules:

1. The expression “continuing candidate” means any candidate not deemed to be elected and not excluded.
2. The expression “preference” shall be interpreted as follows:
 - a) “First preference” means the figure “1” standing alone or the mark “X” standing opposite the name of any candidate, or any other mark which, in the opinion of the returning officers, clearly indicates a first preference;
 - b) “Second preference” means the figure “2” standing alone in succession to the figure “1” set opposite the name of any candidate, or any mark which, in the opinion of the returning officers, clearly indicates a second preference standing in succession to a first preference and so on.
3. “Next available preference” means a preference which, in the opinion of the returning officers, is a second or subsequent preference recorded in consecutive order for a continuing candidate, the preference next in order on the ballot paper for candidates already deemed to be elected or excluded being ignored.
4. The expression “transferable paper” means a ballot paper on which, following a first preference, a second or subsequent preference is recorded in consecutive numerical order for a continuing candidate.
5. The expression “non-transferable paper” means a ballot paper on which no second or subsequent preference is recorded for a continuing candidate, provided that a paper shall be deemed to have become non-transferable whenever:
 - a) the name of two or more candidates (whether continuing or not) are marked with the same number and are next in order of preference; or
 - b) the name of the candidate next in order of preference (whether continuing or not) is marked by a number not following consecutively after some other number on the ballot paper or by two or more numbers; or
 - c) is void for uncertainty.
6. The expression “surplus” means the value of votes by which the value of votes credited to any candidate when he/she is deemed elected exceeds the quota.

7. The expression “count” means;
 - a) All the operations involved I the counting of the first preferences recorded for candidates; or
 - b) All the operations involved in the transfer of the surplus of an elected candidate; or
 - c) All the operations involved in the transfer of votes of a excluded candidate; or
 - d) All the operations involved in the transfer of the votes of two or more candidates together.

8. The expression “determine by lot” means determine in accordance with the following directions:- The name of the candidate concerned having been written on similar slips of paper and the slips having been folded so as to prevent identification and mixed and drawn at random, the candidate or candidates shall, in the cases of exclusion be excluded in the order in which their names are drawn, and, in cases of surpluses, the surpluses shall be transferred in the order in which the names are drawn.

Adopted February 2012