



INSTRUCTIONS

For Candidates in Guild Elections

The Pharmacy Guild of Australia prides itself on conducting its internal elections with the highest levels of integrity and with as much support as is reasonably possible for all candidates, whilst showing favour to none. While all Guild elections themselves are conducted by the Australian Electoral Commission (AEC), the Guild itself applies strict standards over the behaviour of both candidates and Guild staff during the election period to ensure a level playing field and equality of services to all candidates.

The following instructions will assist you in getting started. Further information can be gained from the attached Code of Conduct or from the relevant director.

1. A nomination form is attached. This must be filled out in full and returned to the Australian Electoral Commission for both the national elections and the state or territory elections. Nomination by current financial members of the Pharmacy Guild of Australia is essential for your nomination to progress through the electoral process. You can confirm a nominator's membership status by contacting the Branch Director or Executive Director as the case may be. Evidence must be provided to the Branch Director or Executive Director (as the case may be) showing that you have the consent of the nominator to obtain this information.
2. All candidates must read the Code of Conduct for Candidates. The Code of Conduct spells out the rights and responsibilities of candidates and must be strictly adhered to.
3. As indicated in the Code, candidates have a right to seek information on the Guild's policies, finances etc; however, all requests for information, briefings etc must be made through the relevant director. Other Guild staff members should not be approached without the consent of the relevant director. They are subject to their own code of conduct which precludes them from assisting candidates in any way other than that prescribed by the relevant director. This is usually confined to providing information or providing briefings sought by candidates.
4. In order to facilitate communications with your electors, the relevant Branch can undertake the distribution of material to members in your electorate area on your behalf on a cost recovery basis. Costs will be assessed by the relevant director, and while no limits are placed on how many times this service can be purchased, local discretion may be applied in consultation with candidates if excessive pressure is being placed on limited Guild resources.
5. This service will be provided on receipt by the relevant director of Form 1 (attached) and the submission of the material to be distributed for review by the relevant director.
6. It is the responsibility of candidates to request these and other at-cost services provided by the Guild. Failure to take advantage of such services will not be taken as a breach of that candidate's rights.

7. An at-cost FaxStream service can also be provided by filling out Form 2 (attached). This service is subject to the same conditions as applying in 4 above. Further information on these rights is contained in the Code of Conduct. Costs should be checked with the relevant director and while no limits are placed on how many times this service can be purchased, local discretion may be applied in consultation with candidates if excessive pressure is being placed on limited Guild resources.
8. Email lists will not be made available since membership feedback has confirmed that this means of canvassing is considered too intrusive. If a Branch has regular email distribution of member communications, all candidates have a right to request an inclusion of a link to their websites, during the election process.
9. Candidates may prepare a 200 word personal statement, to be provided directly to the AEC for distribution with ballot papers. As indicated in the Code, this statement should be a short, personal statement only and should not contain any offensive, derogatory or defamatory remarks.



GUILD ELECTIONS 2017

Request for mail out to members

I,candidate for the
position ofrequest the facilitation
of a mail-out to disseminate candidate material for the Guild elections for the
..... District/State/Territory Office.

I understand that any materials for distribution must be factual and free from offensive, derogatory or defamatory remarks.

I undertake to:

- submit the material for review by the Branch Director/Executive Director prior to distribution to check that it does not expose the Guild to legal redress, and
- that it must include the following disclaimer at the end of the material.

Disclaimer: The contents of this statement have been prepared by the candidate to whom it relates and is being distributed at the cost of that candidate. This facility is available to each candidate in the current election. The Guild disclaims any responsibility for the contents of this statement and neither supports nor opposes any of the candidates.

Signed

Name (printed)

Date



GUILD ELECTIONS 2017

Request for FaxStream service

I, candidate for the position of
..... request the facilitation of a
FaxStream service to disseminate candidate material for the Guild elections for the
.....District/State/Territory Office.

I understand that any materials for distribution using this service must be factual and free from offensive, derogatory or defamatory remarks.

I undertake to:

- submit the material for review by the Branch Director/Executive Director prior to distribution to check that it does not expose the Guild to legal redress, and
- that it must include the following disclaimer at the end of the material.

Disclaimer: The contents of this fax have been prepared by the candidate to whom it relates and is being sent by the Guild's FaxStream facilities at the cost of that candidate. This facility is available to each candidate in the current election. The Guild disclaims any responsibility for the contents of this fax and neither supports nor opposes any of the candidates.

Signed

Name (printed)

Date