

NACCHO Members' 2026 Board Election Guide

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Version 1



NACCHO
National Aboriginal Community
Controlled Health Organisation

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Table 1: Affiliates

Affiliate Name	Location
Aboriginal Health Council of South Australia Limited (AHCSA)	South Australia
Aboriginal Health Council of Western Australia (AHCWA)	Western Australia
Aboriginal Health and Medical Research Council of New South Wales (AH&MRC)	New South Wales
Aboriginal Medical Services Alliances Northern Territory Aboriginal Corporation (AMSANT)	Northern Territory
Queensland Aboriginal & Islander Health Council (QAIHC)	Queensland
Tasmanian Aboriginal Corporation (TAC)	Tasmania
Victorian Aboriginal Community Controlled Health Organisation Inc (VACCHO)	Victoria
Winnunga Nimmityjah Aboriginal Health and Community Services Ltd (Winnunga)	Australian Capital Territory

Summary

This guide outlines the processes for the voting and election of the Chairperson, Deputy Chairperson and Elected Directors under the [NACCHO Constitution \(Constitution\)](#), adopted on 7 May 2025. The voting and election processes reflect the Constitution and allows NACCHO Members to have their voices heard. The people elected through these processes will represent and advocate for community-controlled health across the country.

This guide is a practical tool to support you, as a NACCHO Member, in the election processes. Where there is any doubt about interpretation, please refer to the Constitution directly or seek advice from NACCHO by emailing the Company Secretary - company.secretary@naccho.org.au

Background

Key clauses of the Constitution

- 15 (voting at AGM)
- 16 (Directors/Chair/Deputy Chair & Election)
- 17 (Transitional (Board) arrangements)

The NACCHO Board consists of:

- Chairperson
- Deputy Chairperson
- Elected Directors (1 from ACT, 1 from TAS, 2 from WA, 2 from NT, 2 from Qld, 2 from NSW, 2 from VIC, 2 from SA)
- Casual Directors

NACCHO directors do not represent the particular interests of their state or territory. They must exercise independent judgement and act in the best interests of NACCHO as a whole, consistent with their duties under the Corporations Act 2001.

At this year's AGM (1 December), the transitional Board arrangements (people who held positions as Directors, Chairperson and Deputy Chairperson when the Constitution was adopted 7 May 2025 remain in place until 1 Dec 2026) come to an end therefore the entire NACCHO Board will be vacated to allow for NACCHO Members to elect new Board members.

This is known as the initial election of Elected Directors, Chairperson and Deputy Chairperson under the Constitution.

Understanding your role as a NACCHO Member

As a NACCHO Member, you play an important role as prescribed by the Constitution in assisting with the election of all NACCHO Board positions. By distributing NACCHO's notice seeking applications and nominations to all your current individual members, you help to ensure we have a greater chance of recruiting suitable candidates to the NACCHO Board.

This guide sets out the three election processes:

1. Elected Director
2. Chairperson
3. Deputy Chairperson

It also outlines the roles of individuals who are your members, you as NACCHO Members, Affiliates in your State/Territory and NACCHO.

Part 1 – Elected Director Elections

This is the process where you, as a NACCHO Member will play a critical role in distributing to all your individual members the call for applications (Notice). It is the most time-sensitive and operationally complex part of the election process. Refer to the [quick guide](#) for key dates and aligned processes.

Note - There are only three things you need to do to assist:

1. Distribute NACCHO's Notice to your individual members. You do not need to prepare any communication yourself because we will make it clear what the Notice is about for you to just send on to all your members.
2. Keep your register of members up to date.
3. Assist your Affiliate or NACCHO staff (where requested) in verifying the membership eligibility of your individual members.

Key dates at a glance 2026

Table 2: Key election process dates – Elected Directors

Action	By when	Latest Possible Date
NACCHO sends call for applications (Notice), which will include an application form to NACCHO Members (ACCHOs) copied to Affiliates	At least 105 days before the AGM	18 August 2026
ACCHOs forward the Notice to their own members	Within 7 days of receipt	25 August 2026
Individuals who are ACCHO members and wish to apply for a NACCHO Board position (Applicants) must complete the application form and send to Affiliates	Within 21 days of distribution	15 September 2026
Affiliates to: 1. verify the identity and eligibility of Applicants; 2. send ballot papers to ACCHOs and NACCHO	Within 7 days of application close date	22 September 2026
Voting closes	14 days after ballots sent	6 October 2026
Affiliates to: 1. count votes and determine successful nominees from their state/territory (Nominee/s); 2. let NACCHO know of their Nominee/s.	14 days prior to AGM	17 November 2026
NACCHO sends list of state/territory nominees to all NACCHO Members	7 days prior to AGM	24 November 2026
Election is held	At the AGM	1 December 2026

The whole process for the initial election of Elected Directors runs in two stages:

- **Stage A: which you administer in collaboration with NACCHO and your Affiliate; and**
- **Stage B: which NACCHO administers at the AGM.**

Stage A – The application and voting process

Step 1 – Issuing a call for applications (NACCHO action)

At least 105 days before the AGM NACCHO will send a written notice to NACCHO Members, copied to Affiliates, calling for applications for Elected Directors (**Notice**). Although the constitution requires at least 70 days, in this first election under the new constitution, NACCHO has aligned the call for the Elected Director applications with the Chairperson and Deputy Chairperson call for nominations.

The notice will include:

- the full election timetable, and
- a NACCHO approved application form.

The application form will detail the eligibility and skills requirements for all applicants.

We are starting the process early because this is our first implementation of the Constitution, and because it requires input from NACCHO Members and Affiliates. We want to ensure there is plenty of time for all parties to work their way through the new processes.

Step 2 – Opening the application process (NACCHO Members action)

Within 7 days of receiving the Notice, NACCHO Members must forward the Notice to all their members.

The window (21 days) for applications begins on the date you send the notice to your members.

Step 3 – Submission of application forms (Your members action)

Persons who are your members at the time of the Notice and wish to apply for Elected Director position on the NACCHO Board must complete the application form and return it to their State or Territory Affiliate **within 21 days** or by **15 September 2026**.

Eligibility

To be eligible to apply for an Elected Director position, an applicant (i.e. your individual members) must:

- a. be a current member of your ACCHO
- b. be an Aboriginal and/or Torres Strait Islander person as determined by you
- c. NOT be an employee or Chief Executive Officer (CEO) 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.

Note: NACCHO, in consultation with the Affiliates, may impose additional eligibility criteria.

Step 4 – Verifying eligibility and issuing ballot papers (Affiliate action)

Within 7 days of the closing date your State/Territory Affiliate must:

1. verify the identity and eligibility of each candidate in your state/territory – you can assist your Affiliate with this verification.

2. send to you copied to NACCHO:
 - a. a ballot paper that allows you to vote for candidates in order of preference.
 - b. the application forms submitted by all verified applicants.
3. advise you of:
 - a. the date by which votes must be received, which is **14 days** from the date they sent the ballot papers.
 - b. how votes can be submitted.

Step 5 – Casting of votes (NACCHO Members action)

You will then vote for your preferred candidates in order of preference.

- Voting **must** be preferential, where you rank applicants rather than simply selecting one.
- The **voting window is 14 days** from the date the ballot paper is issued.

Votes may be submitted in hard copy or electronically. Your State/Territory Affiliate can determine the process that is the most accessible to all NACCHO Members in that State/Territory (refer to Step 4 above).

Step 6 – Counting votes using the preferential voting method (Affiliate action)

Your State/Territory Affiliate counts the votes, ranking each candidate using the preferential method.

How preferential voting works

1. Count all first preference votes for each candidate.
2. If a candidate has received **more than 50%** of first preference votes, then that candidate is elected as nominee.
3. If no candidate has reached 50%:
 - a. The candidate with the fewest first preference votes is eliminated.
 - b. The eliminated candidate votes are redistributed to remaining candidates based on the next preference shown on each ballot.
 - c. Continue redistributing until a candidate reaches more than 50%.
4. Where your State or Territory has two Elected Director positions, continue the process until a second candidate also reaches more than 50%.

In accordance with the Constitution, NACCHO will verify the count of each State and Territory.

Step 7 – Notifying NACCHO of the State/Territory nominee/s (Affiliate action)

Once the count is complete and verified by NACCHO, your State/Territory Affiliate must formally advise NACCHO of the nominee/s for Elected Director **at least 14 days (17 November 2026)** before the AGM.

Stage B – The NACCHO AGM vote

Step 8 – Notifying NACCHO Members of nominee/s (NACCHO action)

At least **7 days** before the AGM, NACCHO will distribute the list of nominee/s and their application forms to all NACCHO Members. This is scheduled to occur on **24 November 2026**.

Step 9 – Voting at the AGM (NACCHO Members action)

At the **AGM**, a resolution is put to NACCHO Members that each nominee be elected as an Elected Director for their State or Territory:

- NACCHO Members, through their Delegates, vote using the standard general meeting process (show of hands).
- A nominee is elected if the resolution passes by a simple majority of votes cast.

The Chairperson may choose another method of voting that is fair and reasonable in the circumstances.

Part 2 – Chairperson and Deputy Chairperson Elections

This process is led by NACCHO. Elections for the Chairperson and Deputy Chairperson are conducted at the AGM and after the process for election of Elected Directors. The process for both positions run in parallel with the key difference being the order in which they are elected at the AGM. Refer to the [quick guide](#) for key dates and aligned processes.

An election for Chairperson and Deputy Chairperson must be held at least every 2 years.

A Chairperson's term of office is for two calendar years and it commences at the conclusion of the AGM.

Key dates at a glance 2026

Table 3: Key election process dates – Chairperson and Deputy Chairperson

Action	By when	Latest Possible Date
NACCHO sends call for nominations to NACCHO Members (ACCHOs) copied to Affiliates	At least 105 days before the AGM	18 August 2026
NACCHO Members forward the notice to their own members	Within 7 days of receipt	25 August 2026
Individuals who are members of an ACCHO that is a member of NACCHO and wish to apply for a position as Chairperson or Deputy Chairperson of NACCHO must complete the nomination form and send to NACCHO	At least 84 days before the AGM	8 September 2026
NACCHO distributes nominations to NACCHO Members	At least 56 days before the AGM	6 October 2026
Election is held	At the AGM	1 December 2026

Step 1 – Issuing a call for nominations (NACCHO action)

At least 105 days before the general meeting, NACCHO will send a written notice to all NACCHO Members calling for applications for Chairperson and Deputy Chairperson.

The notice will include:

- the full election timetable, and
- a NACCHO approved application form.

Step 2 – Nominations open (NACCHO Members action)

Within 7 days of receiving NACCHO's call for nominations, NACCHO Members must forward it to all their members.

Eligibility – Chairperson

To be eligible for the position of Chairperson, the applicant must:

- a. be a member of a NACCHO Member organisation
- b. be an Aboriginal and/or Torres Strait Islander person
- c. NOT be an employee or CEO of an affiliate
- d. NOT be an employee of a Commonwealth, State or Territory Department of Health
- e. NOT be an employee of NACCHO
- f. NOT be an Elected Director after the conclusion of the AGM at which the election takes place.

Eligibility – Deputy Chairperson

To be eligible for the position of Deputy Chairperson, the applicant must:

- a. meet all of the above requirements, and
- b. NOT be the Chairperson or an Elected Director after the conclusion of the AGM at which the election takes place.

Step 3 – Completing a nomination form (Individuals (who are members of an ACCHO that is a NACCHO Member) action)

The completed nomination form must be sent, either by hard copy or electronically, to the Company Secretary at NACCHO at least 84 days (**8 September 2026**) prior to the AGM.

Step 4 – Forwarding of nominations (NACCHO action)

NACCHO will forward all nominations for Chairperson and Deputy Chairperson to NACCHO Members at least 56 days (**6 October 2026**) prior to the AGM.

Step 5 – Voting at the AGM (NACCHO Members action)

Both elections use the preferential voting method, which is conducted by written ballot at the general meeting.

Members present (through their appointed delegate – **see Part 3**) vote for applicants in order of preference. The same preferential counting method applies as described in Part 1, Step 6.

NOTE – The order of elections at any general meeting is:

1. Elected Director Elections (if applicable)
2. Chairperson election
3. Deputy Chairperson election

Individuals who meet the relevant eligibility criteria may apply or nominate for Elected Directors, Chairperson and Deputy Chairperson positions **BUT if:**

- they are successful in being elected as Elected Director then they are no longer eligible for the Chairperson or Deputy Chairperson positions;
- they are not successful in being elected as Elected Director but are successful in being elected as Chairperson then they are no longer eligible for the Deputy Chairperson position.

Part 3 –Delegates

AGMs are where NACCHO Members come together to make decisions on behalf of the broader community-controlled health sector. Each NACCHO Member has one vote, that is exercised through a person they appoint as a Delegate.

Step 1 – Distributing the meeting notice (NACCHO action)

NACCHO is required to give written notice of any AGM at least 21 days before it is held. The notice will go directly to each NACCHO Member.

Step 2 – Each NACCHO Member appoints a voting delegate (NACCHO Member action)

Every NACCHO Member has the right to appoint one voting Delegate. This is the person who will attend the AGM on the NACCHO Member's behalf, speak, and cast their vote. This appointment must be in place **before** the meeting begins.

Please ensure your Delegate is appointed in advance of the AGM and that the paperwork is current with NACCHO.

Step 3 – Completing the notice of appointment of delegate (NACCHO Member action)

A NACCHO Member that needs to appoint or update their Delegate must submit a written **Notice of Appointment of Delegate** to the NACCHO Company Secretary before the AGM begins.

The Notice of Appointment of Delegate will be included in the AGM Notice and will also be available on our website.

Once appointed, a Delegate's appointment remains in place for all future meetings until the NACCHO Member formally revokes it.

Step 4 –Appointing an alternate delegate (NACCHO Member action)

Sometimes the appointed Delegate is not available for a particular meeting. In that case, the NACCHO Member can appoint an Alternate Delegate for that single AGM using the NACCHO approved **Notice of Appointment of an Alternate Delegate form**.

An Alternate Delegate is only valid for the AGM it is made for. If this happens again at a future meeting, a new Alternate Delegate form must be completed.

Step 5 – Attending the general meeting (Delegate/Alternate Delegate action)

The Delegate (or Alternate Delegate) attends the AGM.

NOTE - Quorum

For the AGM to proceed, at least 25% of all NACCHO Members must have their Delegate present. If this threshold is not reached within 30 minutes of the scheduled start time, the AGM is adjourned to a later date.

We encourage NACCHO Members to attend as this supports strong participation from your State/Territory and is important for shared decision making.

Step 6 – Voting at the AGM (NACCHO Member (via their Delegate/Alternate Delegate) action)

Voting at the AGM can happen in two ways:

Show of hands (the default method):

- The Chairperson calls for a vote and Delegates raise their hand for or against.
- The Chairperson declares the outcome, which is final.
- No written count is required.

Written vote (a ballot):

A written vote can be called for by either:

- at least 5 NACCHO Members present at the meeting, or
- the Chairperson.

A written vote must happen immediately and in these specific situations:

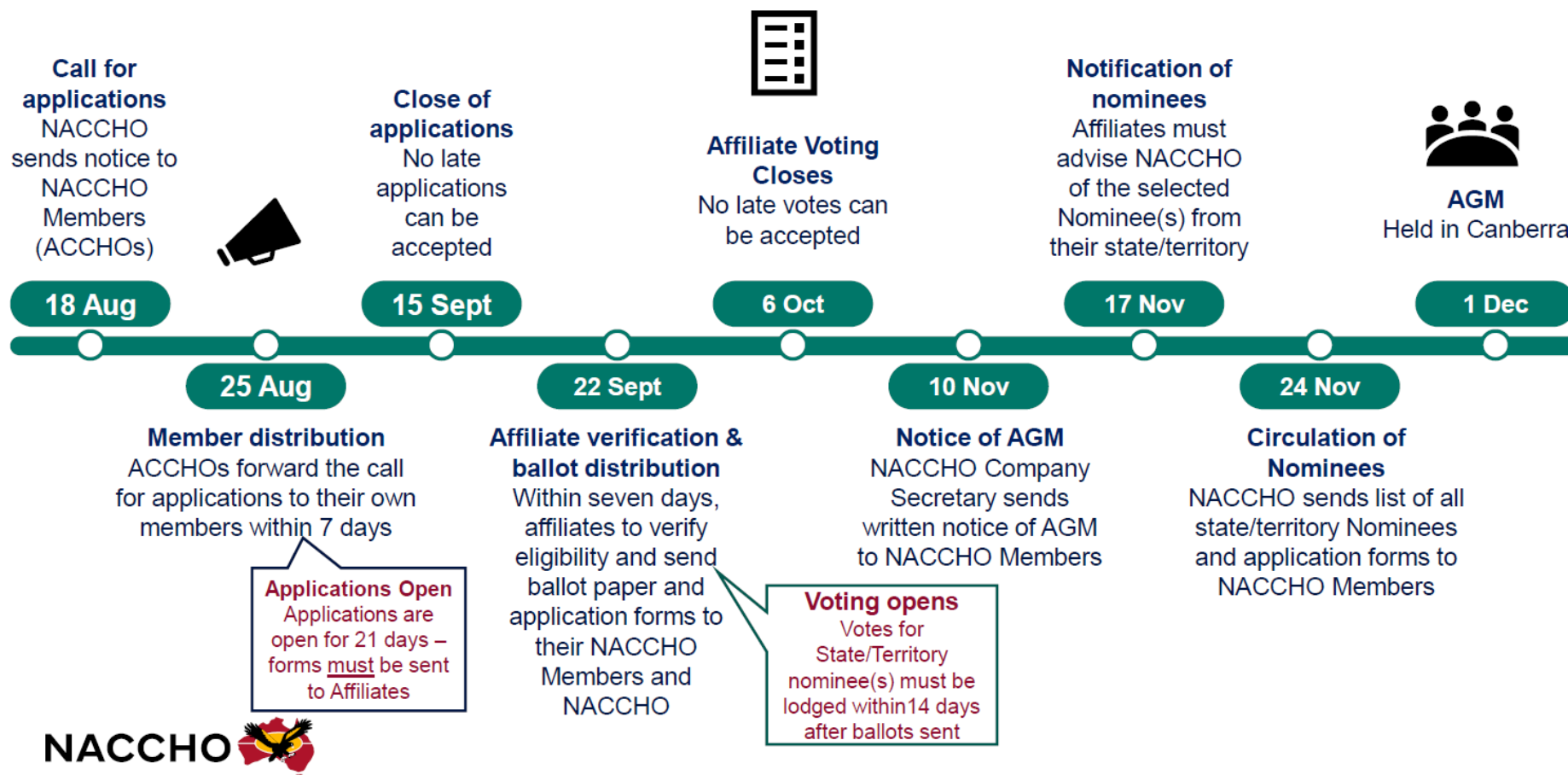
- electing a Chairperson for the meeting
- electing the Chairperson
- electing the Deputy Chairperson, and
- deciding whether to adjourn the AGM.

Table 4: Types of resolutions

Resolution type	What is required
Ordinary resolution	Simple majority of votes cast
Special resolution (e.g. amending the constitution)	At least 75% of votes cast by members present

If you have questions or need assistance at any point, please reach out to NACCHO by emailing - company.secretary@naccho.org.au

Quick guide – Elected Directors Timeline



Quick guide – Chairperson and Deputy Chairperson Timeline

