

VOTING INSTRUCTIONS FOR THE VICTORIAN BAR COUNCIL BY-ELECTION

The electronic ballot paper contains one category of nominees who are Queen's counsel, senior counsel, or junior counsel who are of not less than 15 years standing.

All counsel **who are eligible to vote** are entitled to cast one vote. **Eligibility to vote is governed by cls. 11.7, 13.7 and 45.3 of the Bar Constitution.**

A vote may be cast by selecting the name of counsel whom the voter wishes to be elected. The strike out option no longer applies. Full instructions are as follows:

- Voting opens at 9am on Monday 26 February 2018 and closes at 4pm on Wednesday 7 March 2018. A 'hot desk' is available in the Bar office to complete on-line voting, if required.
- Members will login to the portal via a link on the members' homepage of the website. Voting opens at 9am on Monday 26 February 2018. Voting closes at 4pm on Wednesday 7 March 2018.
- Having accessed the link, members will be required to login with their website username and password (please call Trevor Robinson on 9225 8314 to obtain or reset your login credentials).
- Upon logging in, members will be presented with general instructions and can then proceed to the by- election screen by clicking 'Click here to cast your vote'. Members will then be presented with the electronic ballot paper.
- To cast a vote, members will need to select those counsel whom the voter wishes to be elected by clicking on their name.
- To submit your ballot, click 'Submit Ballot'. Upon submission, the member will be asked to confirm their vote and must click 'I accept that I cannot change my vote once submitted. Submit this category' to confirm your vote. A vote may not be changed once submitted.
- The option to print the ballot is available by clicking 'Click here to print submitted votes'. An email receipt will be received for a successful submission.