

Executive Council Nominations Committee Protocol

The Australian Association of the Order of Malta Limited (**AAOML**) adopted a new constitution on [**insert**] 2021 (**Constitution**). Unless the context otherwise requires, capitalised terms used but not defined in this document have the meaning given to them in the Constitution. To the extent of any inconsistency between this protocol and the Constitution, the Constitution prevails.

The Constitution requires all Officers of AAOML to be elected by the Ordinary Members. This protocol applies to assist in the identification of suitable candidates for nomination to fill any vacancy expected to be caused by the upcoming expiry of the term of office of any Officer.

At least one year prior to the expiration of an Officer's term, a process will be agreed upon by the Executive Council to settle a position description for the relevant vacancy.

At that time, criteria for the position description for the vacancy will be settled which should include both a role description as well as the qualifications and skills that are considered requisite for the role. The Constitution's provisions setting out the responsibilities of the various Officers will guide the expression of the position descriptions.

Where the vacancy is for an Officer other than a Regional Hospitaller, the position description should be settled by the Executive Council following consultation with the outgoing Officer. Where the vacancy is for a Regional Hospitaller, the position description should be settled by the Executive Council following consultation by the President and the Hospitaller with the outgoing Officer and the relevant Regional Council.

Matters to be included in the position description should include known performance of, and commitment to mission, past engagement in Regional and National charitable works and pious activities and time available to commit.

Once settled, the position description of the upcoming vacancy should be published among the membership of AAOML by the Nominations Committee

seeking expressions of interest for its filling. This process should be managed such that expressions of interest are received and able to be assessed by the Nominations Committee and any Regional plebiscite undertaken in accordance with this protocol, prior to the date by which the Chancellor is required to invite the nomination of candidates for the vacancy in accordance with Article 28 of the Constitution.

Persons expressing interest in filling a vacancy should be requested to provide a statement outlining their competency to fill the vacancy as published, which should be supported by two Ordinary Members as intended nominators and include an acknowledgment the person expressing interest in filling the vacancy will abide by the outcome of the assessment of their expression of interest in accordance with this protocol.

Where there is more than one person expressing interest in a position as Regional Hospitaller, the Regional Returning Officer may conduct a plebiscite within the Region, to determine which of them is preferred.

The Nominations Committee shall review the expressions of interest, determine whether a person expressing interest for the upcoming vacancy meets the position description, advise the person of the outcome of the assessment and forward the expressions of interest with the Committee's assessments to the Chancellor.

The Chancellor, when inviting Ordinary Members to nominate candidates for election to the particular vacancy or vacancies pursuant to Art 28.1 of the Constitution, shall advise the Ordinary Members of the Nominations Committee's assessment as to which of the persons who has expressed interest in filling the vacancy, in the Committee's view, meets the position description for the relevant vacancies and as to which of the persons interested in filling any position of Regional Hospitaller is preferred by the members belonging to the Region.