

## COUNCIL ELECTION PROCESS

### Vacancies

- We currently have five of our Council members reaching the end of their term of office in Dec 2021 – all of whom can re-stand.
- We have 2 vacancies which are also open to be filled.
- We need to elect the new Vice President, who will serve from Jan 2022 as VP, then automatically progress to President in Jan 2023 for 2 years and move on to serve in office as Past President in Jan 2025, concluding the term of office in December 2025.
- We have a total of 7 vacancies for council members.
- If the VP is elected from among of the remaining Council members, there are still 7 additional council members to be elected – ranked in order of votes cast, the top 5 are appointed for 3 years, the sixth is appointed for the duration the VP had remaining, and the seventh is appointed for 1 year
- If the VP is not a remaining member of Council, there are 6 remaining seats, the top 5 appointed for 3 years and the sixth for 1 year.

### Vice President Appointment

The nomination and election process for Vice President and for Council Members will be run concurrently in a single exercise. **Anyone standing for VP who also wishes to be considered for election (or re-election) as a Council Member must declare this in the nomination process and provide separate manifesto statements for each position.**

After serving one year, the successful VP progresses automatically to become President for two years and Past president in year 4. It is essential that the VP has sufficient experience and gravitas to chair Council effectively and to be a credible representative of the Society.

Anyone wishing to be considered for VP will be required to demonstrate evidence of their experience, either directly in BSHAA Council, or in an equivalent board-level position in a similar organisation.

Council will consider whether an individual has demonstrated sufficient board-level experience to fulfil the role of President, and their assessment (determined by a simple majority vote at a Council meeting) will be reflected in the ballot papers which are sent out to members, by one of the following statements:

- ***Council is satisfied that this candidate has demonstrated appropriate board-level experience to fulfil the requirements for future President of BSHAA;***
- ***Council is not satisfied that this candidate has demonstrated sufficient board-level experience to be confident in their ability to fulfil the office of BSHAA President.***

Provided that the candidates have demonstrated the necessary experience to fulfil the office, Council will not seek to influence the outcome of the election by expressing any preference.

All those wishing to stand for the office of Vice President must have held fully paid membership continuously since October 2019 and will be required to:

- be supported by 6 voting members of the Society<sup>1</sup> with their member details submitted electronically as part of the nomination process;
- provide a short statement of no more than 300 words, setting out their board-level experience in the last 5 years, preferably gained in a professional environment, demonstrating why this experience qualifies them to serve the Society as President;
- confirm their intention to abide by the directors code of conduct;
- provide a head and shoulders photograph for inclusion in the ballot papers;
- where their board-level experience has not been gained as a member of BSHAA Council, they will be required to provide a supporting statement from a fellow director who has served alongside them on the board where they gained that experience;
- make a personal manifesto statement not exceeding 300 words, setting out what skills and experience they bring to Council, why they wish to become President, and what they see as the priorities to address over their 4 year term of office;
- complete their submission using the secure on-line process supported by the independent company managing the election process for BSHAA;
- submit a separate application if they also wish to be considered as an ordinary Council Member (***this does not apply to those existing Council members whose term of office continues into 2022***).

For each candidate standing for election as VP, the nomination papers will contain their personal details, manifesto statement, statement of board experience and the endorsement agreed by Council.

Candidates will be notified in confidence of Council's decision and may still progress to the election whichever endorsement Council provides. However, candidates may also choose to withdraw if they have not received the support of Council, in which case their name will not be put forward to members.

### **Council Member Appointments**

All those wishing to stand to become Members of Council (directors of BSHAA) must have held fully paid membership continuously since October 2020 and will be required to:

- provide a personal profile of no more than 200 words about their career, the context in which they practise (e.g. small independent, national organisation, training organisation, manufacturer), why they wish to stand, and what they feel they can offer BSHAA;
- provide a head and shoulders photograph for inclusion in the ballot papers;
- complete their submission using the secure on-line process supported by the independent company managing the election process for BSHAA.

### **Constituency**

There are roughly 1500-1600 members eligible to vote in Council elections. The Articles allow for the whole communication and election cycle to be run electronically, and BSHAA will issue a list of all e-mail addresses ahead of both the nomination and the election cycles.

Members can be identified by their unique membership ID, and this should be used as a key indicator in the nomination process, and for VP supporters.

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<sup>1</sup> For avoidance of doubt, supporters must have a minimum of 6 months' paid membership at 31<sup>st</sup> August – the end of the previous membership year.

**Ttimeline**

<b>Date</b>	<b>Stage</b>	<b>Standing for Council &amp; Vice president</b>
8 <sup>th</sup> Oct	Publish closing date of election	Details of the election are published
15 <sup>th</sup> Oct	Nomination invitation	Members are advised of nomination process and invited to apply.
3 <sup>rd</sup> Nov	Nominations close	
12 <sup>th</sup> Nov	Validation of candidates	Council to review and comment on suitability of candidates standing for Vice-President
22 <sup>nd</sup> Nov	Candidate names and statements published	Members notified of the names and profiles of those standing for election
1 <sup>st</sup> Dec	Voting window opens	Ballot papers are sent to all those eligible to vote
17 <sup>th</sup> Dec	Voting closes	The ballot is closed
24 <sup>th</sup> Dec	Notification	Candidates are notified directly before results are made available to members
Jan 2022		The new directors will take-up their appointment from the first Council Meeting in 2022.