

## **Regulation D - Officer elections**

### Reference within Charter and Bye-Laws

Bye-Law 61: The procedure for electing the President, Vice Presidents and Treasurer shall be laid down in regulations.

### Regulations

#### **1. Nominations**

- (1) Within 7 days of the relevant Annual General Meeting as set out in Bye-Law 60, the Chief Executive shall request from Council members the nomination of members of Council for the Officer positions which will be vacated. Council members will be given a minimum of 7 days to submit any nomination (the nomination period).
- (2) A Council member may nominate one or more member(s) of Council for each Officer position provided a member of Council meets the criteria set out in Regulations 1(3)-1(5).
- (3) A member of Council may not be nominated for more than one of the Officer positions.
- (4) Before nominating, agreement with the member of Council to be nominated must have taken place for their name to be put forward for a particular Officer position.
- (5) A member of Council can only be nominated if they have been a member of Council for a minimum of two years.
- (6) Self-nomination by a Council member is not permitted.
- (7) Following the closure of the nomination period, the Chief Executive will notify Council members of the final list of nominations stating the officer positions and the names of those members of Council nominated for each position, along with confirmation of the details of the procedure for the vote.

#### **2. Voting**

- (1) The Chief Executive shall hold a secret ballot for each Officer position. The vote will be held electronically and will take place once the nomination period has closed, but before the first meeting of the Council.
- (2) The electronic ballot will be open for a minimum of three working days.
- (3) Any nominee can provide a short supporting statement to explain why they would like to be elected to that Officer position. This must be provided to the Chief Executive within the nomination period.
- (4) Any statement provided under 2(3) will be included with the voting papers.
- (5) Council members are only entitled to vote in favour of one nominee for each Officer position.

- (6) Council members are entitled to abstain from voting in the ballot.
- (7) A nominee cannot vote in the ballot for an Officer position for which they have been nominated.
- (8) At the first meeting of the new Council, the Chief Executive shall confirm the outcome of the vote and declare the person with the highest number of votes in favour, as the person elected to that particular Officer position.
- (9) In the case of two or more nominees having an equal number of votes in favour for the President position, the outgoing President shall have a second and deciding vote. This vote will take place at the first meeting of the new Council.
- (10) In the case of two or more nominees having an equal number of votes in favour of the First Vice-President or the Second Vice-President/ Treasurer position, the newly elected President shall have a second and deciding vote. This vote will take place at the first meeting of the new Council.
- (11) The result of the vote, but not the individual way in which Council members have voted, shall be recorded in the minutes of the meeting.

### **3. General**

- (1) The Chief Executive, or in their absence the President, or an agreed other member of Council or member of staff (as agreed by the Council) shall preside over the election of the Officer positions.