



## **The Regency Society of Brighton and Hove**

### **Rules for the Conduct of Elections at General Meetings of the Society**

These rules were adopted by the Trustees at their meeting on 10 December 2012

#### **1 Application of these Rules**

1.1 These rules apply to the election of trustees at general meetings of the Society, including the election of the officers as defined in the Society's Constitution, namely the Chair, the Honorary Secretary and the Honorary Treasurer.

1.2 They do not apply to the appointment of trustees or officers by the trustees themselves, in accordance with clause 17(2) of the Constitution; such appointments are to be made by means of a resolution of the trustees.

1.3 Nor do they apply to the appointment of any post holders, other than the officers as defined in the Constitution. Appointments such as a Vice Chair, Membership Secretary or Minutes Secretary are to be made by means of a resolution of the trustees and not by the members.

1.4 Normally elections of trustees and officers take place during the annual general meeting. Vacancies arising between annual general meetings may be filled by means of a resolution of the trustees in accordance with clause 17(2) of the Constitution. However, this does not preclude the calling of a special general meeting for the purpose of electing trustees or officers, in which case these rules will apply to such elections just as they would to elections held during an annual general meeting; any such elections would be subject to the restrictions imposed by sub-clauses 5(a) and 5(b) of clause 17 of the Constitution.

1.5 References in these rules to the Honorary Secretary should be read to include any person appointed by the trustees to act, for the time being, in place of the Honorary Secretary for the purposes of running an election.

#### **2 Notice of the Election**

2.1 The Honorary Secretary must give notice to all members of the Society that an election is to take place.

2.2 The notice must invite members to nominate candidates for election and specify a period of not less than 14 clear days from the publication of the notice for such nominations to be received by the Honorary Secretary. Any nomination not

received within this period will not be accepted, whatever the reason for their non-receipt.

### **3 Nomination of Candidates**

3.1 Any member of the Society who is entitled to vote at the general meeting at which the election is to take place may nominate another member as a trustee or officer, save that a member may not nominate him or herself.

3.2 A member can be nominated for election to two or more posts at the same meeting but can only be elected for one; thus once they are elected to one post any nominations for subsequent elections become invalid.

3.3 The Constitution does not require a nomination to be seconded, but this does not preclude the names of one or more members being added to the nomination as seconder(s).

3.4 The nomination must be in writing and signed by the nominator. It must state the name of the member being nominated. It must also state whether the nomination is for election as a trustee or as a specified officer.

3.5 The Honorary Secretary may recommend a standard form for nominations, but any nomination which complies with these rules and the Constitution must be accepted even if it does not follow a recommended standard form.

3.6 Any nomination will only be valid if it is accompanied by the following items in writing:

3.6.1 A statement signed by the nominee to show his or her willingness to be appointed.

3.6.2 A declaration signed by the nominee, worded as shown in appendix 1 to these rules.

3.6.3 A personal statement consisting of a short biography of the nominee for publication to members, setting out his or her relevant qualifications and / or experience. This personal statement must not exceed 125 words in total.

3.6.4 A short explanation of how the Society would benefit from his or her appointment or for a candidate standing for re-election what they have achieved for the Society. This personal statement must not exceed 125 words in total.

Candidates may also submit a photograph for publication to members, if they wish.

### **4 Notice of the General Meeting and of the Candidates Nominated for Election**

4.1 The notice for the general meeting at which the election is to take place must be issued in accordance with clause 10 of the Constitution.

4.2 The names of the candidates nominated for election, together with their personal statements, photographs (where submitted) and the name of the member nominating them must be published in a way that provides all members with an opportunity to see them at least seven days before the date of the meeting. This may be achieved by any means provided that all members can have easy access to the information without incurring any significant cost and that all members are made aware of how they can access the information.

## **5 Conduct of the Election at the General Meeting**

5.1 If the person chairing the meeting is a candidate in one or more of the elections taking place at the meeting, then he or she must ask another trustee to chair the part of the meeting during which those specific elections take place.

5.2 The election of officers must be completed before the election of any trustee takes place and, where relevant, must be in the following order: Chair, Honorary Secretary, Honorary Treasurer.

5.3 The election of each officer will be dealt with separately.

5.4 In the case of the election of officers, ballot papers bearing the names of all the candidates for each position listed in alphabetical order by surname will be distributed to members who will then be invited to indicate all those candidates whom they 'approve'. Members may approve any number of candidates from nought upwards, irrespective of the number of vacancies.

5.5 If there is more than one candidate for election for a particular vacancy, the candidate gaining the most approvals will be deemed to have been elected.

5.6 If there is only one candidate for a post that candidate must obtain approvals from one third or more of those returning a valid ballot paper in order to be elected.

5.7 The election of trustees will take place after the election of officers.

5.8 In the case of the election of trustees (other than officers), ballot papers bearing the names of all the candidates for each position listed in alphabetical order by surname will be distributed to members who will then be invited to indicate all those candidates of whom they 'approve'. Members may approve of any number of candidates from nought upwards, irrespective of the number of vacancies.

5.9 Where the number of candidates for election as trustees is greater than the number of vacancies then the number of approvals for each candidate will be counted, the candidates will be ranked in order of the number of approvals received and candidates will be appointed as trustees starting with the candidate with the highest number of approvals, until all the vacancies have been filled.

5.10 Where the number of candidates for election as trustees is equal to or less than the number of vacancies, then all the candidates will be deemed to have been

elected except for those candidates, if any, for whom the number of approvals is less than one third of the number of valid ballot papers received.

## **6 The Conduct of Voting**

6.1 Members may only participate in the election if they are present in person at the meeting or, in the case of an organisation, if their authorised representative is present in person at the meeting.

6.2 Candidates who are present at the meeting and participate in the election may approve of themselves as well as other candidates.

6.3 The Chair and the Hon. Secretary will arrange for the appropriate papers to be prepared in advance. The papers will list all candidates alphabetically by surname and will indicate that members can record their approval of any number of candidates from nought upwards. The papers will be distributed to members in such a way as to ensure that each member receives only one copy of each paper. If a member spoils a paper a new paper may be issued in return for the spoilt one which must then be immediately destroyed. A member may return their papers unmarked to signify that they do not wish to record their approval of any of the candidates. Their papers will still be counted in order to establish the number of members participating and, where appropriate, to calculate the number of votes required to achieve the one third approval threshold.

6.4 The person chairing the meeting will appoint not less than two members to act as tellers.

The tellers will collect the completed ballot papers and agree amongst themselves how best to count them. Any candidate or their nominator (but not both) may observe the count, provided they take no part in it and do nothing to distract the tellers.

6.5 In cases where the number of candidates is equal to or less than the number of vacancies, the tellers will count the number of valid ballot papers received and determine the threshold, being one third of the number of valid ballot papers. Only those candidates who receive a number of approvals which is equal to or greater than one third of the total number of valid ballot papers completed will be deemed to have been elected. On completion of the count the tellers will advise the person chairing the meeting of the number of approvals which have been registered for each candidate and the person chairing the meeting will announce which candidates have been elected.

6.6 If the number of approvals recorded for two or more candidates is close then the person chairing the meeting may ask the tellers to conduct a recount. If the recount would result in the same candidate(s) being elected then that result will be declared. If not, then a third count will be conducted and the result will be based on "the best of three".

6.7 If one or more members call for a recount, even though the person chairing the meeting has not asked for one, the person chairing the meeting or may then ask the tellers to conduct a recount in accordance with clause 6.6 above, or rule that a recount is not required, in which case the Person chairing the meeting must state the reason for that ruling.

6.8 Where no clear result has been provided because of an equality of numbers of approvals, the person chairing the meeting must cast a deciding approval in addition to any approval that he or she has already cast. The person chairing the meeting may use a random method of selection to choose how to cast the deciding approval, but is not required to adopt such a method.

**Regency Society of Brighton and Hove**

Declaration as Fit and Proper Person

Name of individual.....

Role in the Charity.....

I, the undersigned, declare that:

I am not disqualified from acting as a charity trustee

I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as spent)

I have not been involved in tax fraud

I am not an undischarged bankrupt

I have not made compositions or arrangements with my creditors from which I have not been discharged

I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity

I have not been disqualified from serving as a Company Director

I will at all times seek to ensure the charity's funds, and charity tax reliefs received by this organisation, are used only for charitable purposes

Signed.....

Date.....

Home address.....

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Date of birth.....