



## Appendix 4

### **Election process for Board Members**

- The Board consists of a minimum of seven and maximum of 12 members for a term of up to three years
- Unless nominated by a supporter organisation or canvassed as an independent they should all be current members of a Group and have the requisite attendance at meetings as detailed below
- All members are designated as Trustees and carry full legal responsibility of that role
- The number of vacant places is dependent on:
  - the willingness of current members to continue on an annual basis during their three-year term and that they are still current members of the Group they represent
  - the number of unfilled places
  - those who have completed a three-year term and standing down (but can be re-elected by following guidelines)

#### **Further guidelines:**

- 1) New candidates seeking nomination are normally current members of a Group and have attended a minimum of six of their Group or open SGUK meetings within the last two years prior to election. They may also be officers or committee members of their Group and are deemed to represent that Group. Candidates from supporting organisations or independently canvassed which can make up to 25% of the board are encouraged to be members of a group but it is not a compulsory requirement
- 2) Nominations for any upcoming vacant posts on the Board shall be invited at least forty-two days prior to the AGM or EGM
- 3) The nominations must be signed by the candidate and by a Proposer and Seconder who must also be current committee members of that Group. For supporting organisations or from independent sources the Proposer and Seconder may be colleagues or an existing Board member
- 4) A candidate who seeks election must ensure that a valid nomination form reaches the SGUK Secretariat no less than twenty-one days before the AGM or EGM
- 5) A ballot shall be held if there are more candidates nominated than places available on the Board with proxy votes submitted by Groups not present at the AGM or EGM
- 6) The returning officer, who will normally be the Secretary, shall validate nominations by checking with the Group or supporting organisation being represented
- 7) The position of an officer is provisionally agreed by the existing Board before an AGM, based on that person being re-elected. New trustees once sufficient knowledge has been gained of the organisation and show willingness to take on an officer role, can be elected at a future AGM

- 8)** If there is more than one valid nomination for any of the officer roles, then a further ballot of those present on the day will be undertaken
- 9)** The Nominee may include with the nomination form a typed and signed personal statement which shall be no greater than 250 words or one side of A4 in length showing what expertise, commitment to attend meetings and to participate in any assigned duties, they can bring to the Board
- 10)** Following the AGM or EGM where there is no valid nomination for an officer role then the Board can appoint someone to that office on an interim basis until either that appointment is confirmed at an open meeting of SGUK or until another election can be held
- 11)** Ballot papers (if required) will be sent with the papers for the AGM or EGM to all Group contacts together with proxy forms. If proxy forms are to be used, they must be deposited with SGUK Secretariat before the start of the meeting
- 12)** Voting can take place:
  - i) personally, by the Group representative at the AGM or EGM called for the purpose

**or**

  - ii) by the appointed Chairman on behalf of the Group provided that a valid proxy has been received on the requisite form
- 13)** Up to two votes may be cast by each Group (but only if they have two representatives elected or nominated) for each place available
  - i) Votes must be cast on the ballot or proxy paper provided
  - ii) A simple majority shall be sufficient to elect
  - iii) In the event of a tie, the Chairman shall have the casting vote unless there would be a conflict of interest

### **Re-election of candidates who have previously served on the Board:**

- 14)** When a previously elected Board member or officer reaches the end of their three-year term they are obliged to stand down and may wish to seek re-election and need to follow the guidelines as if a new candidate. Attendance at Board or MAC meetings will count towards the requisite attendance required
- 15)** Any elected officer or Board member who opts to take a sabbatical, has a change in circumstances preventing attendance/contribution or is seriously ill for greater than six months should stand down and thus will have to be nominated for re-election at the next AGM or EGM ]