



Electoral and Voting Process for the Appointment of Directors at AGM 21 January 2021

The Electoral Process:

1. Nomination papers will be issued to full members before the **20 November 2020**. Return of nomination papers should be made to Vanessa Potter, SCTP Executive Director, by **email** with the name(s) of the person(s) nominated and the name, full member organisation and signature (electronic signatures are acceptable) of a **proposer** and a **seconder** for each nominee. The proposer and seconder must be representatives of different full member organisations. The nomination form must be returned by the end of **Wednesday 9 December 2020** (late nominations **cannot** be accepted). Note that members can nominate and second as many other individuals within full member organisations as they wish for Director posts but only one Director from each full member organisation can be elected. Individuals are not able to nominate or second themselves but can be nominated and seconded by any authorised individual employed by another full member organisation other than their own.
2. Please note that in addition, nominees are required to complete a **declaration and written statement** accepting the nomination and providing an outline of why he/she wishes to be/should be elected as a Director – this will be issued to full members in advance of the AGM. All declarations and statements must also be received **by email** to Vanessa Potter by the end of **Wednesday 9 December 2020**, otherwise the nomination will be invalid.
3. To avoid multiple registrations from a single member organisation, members will be required to nominate who within their organisation they authorise to cast their vote. This will be done through a pre-registration process.
4. At least twenty-one days before the AGM (i.e. on or before 31 December 2020), notice of the AGM will be issued to members together with details of any special resolutions. Also issued with the AGM notice will be details of all nominees together with their written statements outlining why they wish to be elected as a Director and an electronic ballot paper will be sent to those members registered to vote (point 3).
5. Completed electronic ballot papers must be sent by email to Election2021@sctp.org.uk to arrive **before 5pm on Tuesday 19 January 2021**.
6. On the **20 January 2021**, one day prior to the AGM, emailed ballot papers will be counted by the SCTP Executive Director and SCTP Marketing and Office Executive. Only one vote per available director post per fully paid-up member organisation can be cast by an authorised representative of that full member organisation. Please ensure you are only sending one per organisation. To avoid multiple votes from single organisations, SCTP will require members to pre-register to receive a ballot paper which will identify who will hold the member organisation's vote.

The Voting Process:

1. Four director posts are subject of the election, these posts are currently held by Jo Bridger, Charlotte Blant, Jude Day and Amir Bahrami. Jo and Jude have indicated that they wish to stand for re-election. If there are only four nominations, the four nominees will be elected. If

more than four nominations are received, voting will take place with votes being cast by an electronic mail vote as outlined above.

2. The successful nominees will be the ones receiving the highest number of votes. In the event of two or more individuals being 'elected' from the same member organisation, only the nominee with the highest number of 'for' votes will become a Director.
3. In the event of a tie, the existing Chair, or in their absence the Vice Chair, will have the casting vote.
4. A Chair and Vice-Chair will be appointed by the Directors from their number – these appointments will not be determined directly by the election process.