



Electoral and Voting Process for the Appointment of Directors at AGM 24 January 2019

The Electoral Process:

1. Nomination papers will be issued to full members before the **22 November 2018**. Return of nomination papers should be made to Vanessa Potter, SCTP Executive Director, by **e-mail** 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 12 December 2018** (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 e-mail** to Vanessa Potter by the end of **Wednesday 12 December 2018**, otherwise the nomination will be invalid.
3. At least twenty-one days before the AGM (i.e. on or before 2 January 2019), notice of the AGM will be issued to members together with details of any special resolutions. Also issued with the AGM notice will be a proxy notice and details of all nominees together with their written statements outlining why they wish to be elected as a Director.
4. Proxy notices must be sent by e-mail to Vanessa Potter to arrive **before 5pm on Wednesday 23 January 2019**.
5. At the AGM on the **24 January 2019**, a secret ballot will take place if required, the results of which will be added to the results of proxy votes to give a final result. 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.

The Voting Process:

1. Four director posts are the subject of the election, the posts currently held by Joanne Bridger and Charlotte Blant plus two vacant posts. Both Joanne Bridger and Charlotte Blant have indicated that they wish to stand for re-election. If there are four nominations or less, the nominees will be elected. If more than four nominations are received voting will take place with votes being cast either by indicating support at a secret ballot at the AGM or via a postal proxy vote or a nominated person voting at the AGM.
2. The successful nominees will be those 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 his/her 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.